

City Council Agenda

Tuesday, May 21, 2024

Study Session 4:30 PM

Regular Meeting 6:30 PM

South Coast Air Quality Management District/Main Auditorium
21865 Copley Drive, Diamond Bar, CA 91765

How to Observe the Meeting From Home:

The public can observe the meeting by calling +1 (415) 930-5321, Access Code: 826-970-856 OR visit:
<https://attendee.gotowebinar.com/register/5399820790506368341>.

How to Submit Public Comment:

The public may provide public comment by attending the meeting in person, by sending an email, or by logging into the teleconference. Please send email public comments to the City Clerk at cityclerk@DiamondBarCA.gov by 4:00 p.m. on the day of the meeting and indicate in the Subject Line "FOR PUBLIC COMMENT." Written comments will be distributed to the Council Members, noted for the record at the meeting and posted on the City's official agenda webpage as soon as reasonably practicable (found here: <http://diamondbarca.igq2.com/Citizens/Default.aspx>).

The public may log into the meeting through this link:

<https://attendee.gotowebinar.com/register/5399820790506368341>. Members of the public will be called upon one at a time during the Public Comment portion of the agenda. Speakers are limited to five minutes per agenda item, unless the Mayor determines otherwise.

American Disability Act Accommodations:

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (909) 839-7010 within 72 hours of the meeting. City Council video recordings with transcription will be available upon request the day following the Council Meeting.

**ANDREW CHOU***Council Member***RUTH M. LOW***Council Member***STEVE TYE***Council Member***STAN LIU***Mayor***CHIA TENG***Mayor Pro Tem*

City Manager Dan Fox • City Attorney Omar Sandoval • City Clerk Kristina Santana

DIAMOND BAR CITY COUNCIL MEETING RULES

Welcome to the meeting of the Diamond Bar City Council. Meetings are open to the public and are broadcast on Spectrum Cable Channel 3 and Frontier FiOS television Channel 47. You are invited to attend and participate. Copies of staff reports or other written documentation relating to agenda items are on file and available for public inspection by contacting the Office of the City Clerk. If requested, the agenda will be made available in an alternative format to a person with disability as required by Section 202 of the Americans with Disabilities Act of 1990. If you have questions regarding an agenda item, please contact the City Clerk at (909) 839-7010 during regular business hours.

PUBLIC INPUT

Members of the public may address the Council on any item of business on the agenda during the time the item is taken up by the Council. In addition, members of the public may, during the Public Comment period address the Council on any Consent Calendar item or any matter not on the agenda and within the Council's subject matter jurisdiction. Any material to be submitted to the City Council at the meeting should be submitted through the City Clerk.

Speakers are limited to five minutes per agenda item, unless the Mayor determines otherwise. The Mayor may adjust this time limit depending on the number of people wishing to speak, the complexity of the matter, the length of the agenda, the hour and any other relevant consideration. Speakers may address the Council only once on an agenda item, except during public hearings, when the applicant/appellant may be afforded a rebuttal.

Public comments must be directed to the City Council. A person who disrupts the orderly conduct of the meeting after being warned by the Mayor or the Mayor's designee that their behavior is disrupting the meeting, may result in the person being removed from the meeting.

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE COUNCIL

Agendas for regular City Council meetings are available 72 hours prior to the meeting and are posted in the City's regular posting locations, on DBTV (on Spectrum Cable Channel 3 and Frontier FiOS television Channel 47) and on the City's website at www.diamondbarca.gov/agendas. The City Council may take action on any item listed on the agenda.

HELPFUL PHONE NUMBERS

Copies of agendas, rules of the Council, Video of meetings: (909) 839-7010

Computer access to agendas: www.diamondbarca.gov/agendas

General information: (909) 839-7000

THIS MEETING IS BEING VIDEO RECORDED AND BY PARTICIPATING VIA TELECONFERENCE, YOU ARE GIVING YOUR PERMISSION TO BE TELEVISED. THIS MEETING WILL BE RE-BROADCAST EVERY SATURDAY AND SUNDAY AT 9:00 A.M. AND ALTERNATE TUESDAYS AT 8:00 P.M. AND IS ALSO AVAILABLE FOR LIVE VIEWING AT [HTTPS://ATTENDEE.GOTOWEBINAR.COM/REGISTER/5399820790506368341](https://attendeegotowebinar.com/register/5399820790506368341) AND ARCHIVED VIEWING ON THE CITY'S WEB SITE AT WWW.DIAMONDBARCA.GOV.

CITY OF DIAMOND BAR CITY COUNCIL AGENDA

May 21, 2024

STUDY SESSION

4:30 p.m.

CC-08

Draft Fiscal Year 2024/25 Operating Budget.

Public Comments

CALL TO ORDER:

6:30 p.m.

PLEDGE OF ALLEGIANCE:

Mayor

INVOCATION:

Associate Pastor Ab Kastl, Landmark Church

ROLL CALL:

Chou, Low, Tye, Mayor Pro Tem Teng, Mayor Liu

APPROVAL OF AGENDA:

Mayor

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

1.1 Certificate of Recognition for Joanna Johnson and Misty Jean Moreno.

1.2 Certificate of Recognition to Diamond Ranch High School Girls Soccer.

Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's Office at 21810 Copley Dr., Diamond Bar, California, during normal business hours.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS:**3. PUBLIC COMMENTS:**

“Public Comments” is the time reserved on each regular meeting agenda to provide an opportunity for members of the public to directly address the Council on Consent Calendar items or other matters of interest not on the agenda that are within the subject matter jurisdiction of the Council. Although the City Council values your comments, pursuant to the Brown Act, members of the City Council or Staff may briefly respond to public comments if necessary, but no extended discussion and no action on such matters may take place. There is a five-minute maximum time limit when addressing the City Council.

4. SCHEDULE OF FUTURE EVENTS:

- 4.1 Parks and Recreation Commission Meeting – May 23, 2024, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.
- 4.2 Memorial Day Holiday – City Offices Closed – May 27, 2024
- 4.3 Planning Commission Meeting – May 28, 2024, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.
- 4.4 Public Safety Seminar – May 29, 2024, 6:00 – 7:30 p.m., City Hall Windmill Room, 21810 Copley Dr.
- 4.5 City Council Meeting – June 4, 2024, 6:30 p.m., online teleconference and SCAQMD Main Auditorium, 21865 Copley Dr.

5. CONSENT CALENDAR:

All items listed on the Consent Calendar are considered by the City Council to be routine and will be acted on by a single motion unless a Council Member or member of the public request otherwise, in which case, the item will be removed for separate consideration.

5.1 CITY COUNCIL MINUTES OF THE MAY 7, 2024 STUDY SESSION AND REGULAR MEETING.

5.1.a May 7, 2024 Study Session Minutes

5.1.b May 7, 2024 City Council Regular Meeting Minutes

Recommended Action:

Approve the May 7, 2024 Study Session and Regular City Council meeting minutes.

Requested by: City Clerk

- 5.2 RATIFICATION OF CHECK REGISTER DATED MAY 1, 2024 THROUGH MAY 14, 2024 TOTALING \$1,297,535.51.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

- 5.3 TREASURER'S STATEMENT

Recommended Action:

Approve the April 2024 Treasurer's Statement.

Requested by: Finance Department

- 5.4 MENTAL HEALTH AWARENESS MONTH PROCLAMATION.

Recommended Action:

Adopt the Proclamation declaring May as Mental Health Awareness month.

Requested by: City Manager

- 6. PUBLIC HEARINGS: NONE.**

- 7. COUNCIL CONSIDERATION: NONE.**

- 8. COUNCIL SUB-COMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS/COUNCIL MEMBER COMMENTS:**

- 9. ADJOURNMENT: IN MEMORY OF BOB ROSE, FORMER COMMUNITY SERVICES DIRECTOR FOR THE CITY OF DIAMOND BAR.**



Agenda #: 1
Meeting Date: May 21, 2024

CITY COUNCIL STUDY SESSION REPORT

TO: Honorable Mayor and Members of the City Council
 VIA: Daniel Fox, City Manager
 FROM: Jason Jacobsen, Finance Director
 TITLE: **DRAFT FISCAL YEAR 2024/25 OPERATING BUDGET**

BACKGROUND:

Each year, the City prepares an annual Operating Budget and Capital Improvement Program for City Council consideration that implements the Council's priorities and Strategic Plan Goals, and provides the financial resources to deliver services to the community. The preparation of the annual budget is a significant and important undertaking that takes place over the course of more than five months.

Below is the schedule for the public meetings related to the FY 2024/25 City Budget:

- Council Study Session on Draft FY 2024/25 CIP and Draft Five-Year CIP Review – Held on 5/7/2024
- Council Study Session on Draft FY 2024/25 Operating Budget – Scheduled for 5/21/2024
- Adoption of the Proposed FY 2024/25 City Budget & CIP – Scheduled for 6/4/2024

On May 7, 2024, the City Council held a Study Session to review the recommended Draft Capital Improvement Program (CIP). Following Council discussion, there were no recommended changes to the presented Draft FY 2024/25 CIP (see below for details on the CIP).

The purpose of this Study Session is to provide the City Council with an opportunity to review the combined Draft FY 2024/25 Operating Budget and Capital Improvement Program. The Draft General Fund Revenue and Expenditure Totals are included in Attachment 1. The Draft Consolidated Fund Balance Schedule is included in Attachment 2. The Draft Department and Fund line-item budgets are included Attachment 3.

Based on direction received, appropriate revisions and refinements will be made and presented to the City Council for adoption at the June 4, 2024 City Council meeting. At the City Council meeting on June 4, 2024 staff will provide a summary of any changes to the draft budget reviewed at tonight's study session that were incorporated into the final Proposed FY 2024/25 Operating Budget.

ANALYSIS:

The proposed FY 2024/25 Budget offers a positive outlook and continues to provide for many City programs and services, advance deferred maintenance and Capital Improvement Projects, and focuses on key initiatives consistent with the City's Long-Term Financial Stability Report. Notwithstanding modest increases to key revenue sources, management remains cautious and conservative in budgeting due to ongoing pressure from rising costs driven by a competitive labor market, increased prices for materials and service delivery, higher fuel prices, and other economic pressures that may precipitate a mild recession. Importantly, the proposed budget implements the various objectives and priorities of the City Council guided by the three overarching goals found in the adopted FY 2024-2027 Strategic Plan which include:

- Responsible Stewardship of Public Resources
- Open, Engaged and Responsive Government
- Save, Sustainable and Healthy Community

FY 2024/25 Proposed General Fund Budget Overview

The Proposed Operating Budget for the General Fund comprises estimated resources (\$32.7 million) and expenditures (\$33.2 million) inclusive of various one-time costs which would necessitate the budgeted use of General Fund unassigned reserves in the amount of \$444,568. This proposed use of unassigned reserves is appropriate for one-time costs and is made possible due to savings realized in the General Fund over past fiscal years. Consistent with the City's financial policy to maintain a balanced budget, the General Fund operational budget reflects a surplus of \$357,432 prior to the addition of one-time items:

GENERAL FUND SUMMARY

Revenues		32,725,050
Expenses (<i>ongoing, excl. one-time items</i>)		(32,367,618)
Operational Surplus <i>Before One-time Items</i>		\$ 357,432
<u>Less Adjustment for One-time Items</u>		
Civic Center Sustainability Study (grant funded)	\$ 150,000	
Diamond Bar Blvd at Mapache Drive Slope Design & Related Geotechnical Services	117,000	
Transfer-Out to CIP Fund for Design for Sycamore Cyn Pk Bridge Rpmnt & R. Regan Pickleball/Playground	450,000	
Diamond Bar Center Furniture, Tables and Equip.	30,000	
Vehicle, Computer Equip., and Workstation for New Public Works Inspector	55,000	
Total One-Time Items	\$ 802,000	(802,000)
Use of Fund Balance <i>for One-time Items</i>		\$ (444,568)

Revenue Highlights – General Fund: \$32,725,050

Proposed General Fund revenues for FY 2024/25 have increased \$2.1 million, or 6.9%, when compared to the prior FY 2023/24 Adopted Budget. The following are noteworthy General Fund revenue items incorporated into the proposed FY 2024/25 Operating Budget. The table below displays the Adopted FY 2023/24 Adopted Budget, the proposed budget for next FY 2024/25, and the percent of change for next fiscal year.

Property Taxes	Adopted FY 23/24	Proposed FY 24/25
The estimated change in the City's net taxable value of real property (secured & unsecured property) in the City is expected to increase by 3.67% for FY 2024/25 which will result in year-over-year increase in all Property Tax revenues of 4.09%. The City uses HdL as a consultant to help monitor, audit and project this major revenue source.	\$6,438,183	\$6,701,322 4.09%

Property Tax in Lieu of VLF (Vehicle License Fees)	Adopted FY 23/24	Proposed FY 24/25
This revenue source grows at the same general pace as the City's net assessed valuation. The City's consultant, HdL, also assists with the projection of this significant revenue item.	\$7,510,497	\$7,812,508 4.02%

Sales Taxes	Adopted FY 23/24	Proposed FY 24/25
Sales Tax revenue remains stable with a projected increase of \$436,000 compared to the FY 23/24 Adopted Budget. Year-over-year revenue increases are mainly due to fuel and services stations, business & industry, and online sales.	\$6,161,000	\$6,597,000 7.08%

Transient Occupancy Taxes	Adopted FY 23/24	Proposed FY 24/25
Transient Occupancy Tax is projected to increase by 5% based on current trends.	\$1,380,000	\$1,449,000 5.00%

Use of Money & Property - Investments	Adopted FY 23/24	Proposed FY 24/25
Investment Income is anticipated to increase as the City's portfolio continues to benefit from the current interest rate environment.	\$800,000	\$1,320,000 65.00%

Current Service Charges	Adopted FY 23/24	Proposed FY 24/25
Building Permit Activity – Revenue from Building, Planning and Engineering activity is estimated to be higher than projected in the current year.	\$1,873,920	\$1,929,057 2.94%
Rental Revenue – Revenue from rentals at the Diamond Bar Center is anticipated to increase by \$50,000. Field and Park Facility Rentals are anticipated to increase \$37,500. Cell tower lease revenue is projected to increase \$29,800 due to one additional site under lease and adjustments for CPI to current leases.	\$939,000	\$1,056,300 12.49%
Recreation Programs – Program revenue is projected to have a net decrease of \$10,602 mainly due to a decrease in revenues for Youth Programs	\$714,095	\$703,493 -1.48%

(loss of swimming venue for recreation classes) offset by increases in Senior Programs.		
---	--	--

Gas Tax – Transfer In	Adopted FY 23/24	Proposed FY 24/25
The Transfer-In from the Gas Tax fund supports the City's street maintenance budget. This amount varies from year to year based on the level of budgeting set by the Public Works Dept. for the anticipated maintenance activities for a particular year. The Transfer-In will reimburse 98% of eligible costs included in the General Fund budget for this service.	\$1,204,000	\$1,475,000 22.51%

Expenditure Highlights - General Fund: \$33,169,618

Proposed General Fund expenditures for FY 2024/25 have increased \$1.2 million, or 3.9%, when compared to the prior FY 2023/24 Adopted Budget. The following highlighted items have been incorporated into the expenditure estimates:

- **Public Safety**

Law Enforcement – FY 2024/25 Los Angeles County Sheriff's Department expenditures are expected to be approximately \$8.4 million, representing the single largest line item and approximately 25% of proposed General Fund expenditures. LASD expenditures reflect a net increase of \$309,648 year over year, inclusive of a contract rate increase of 3.44% plus a Liability Trust Fund (LTF) surcharge of 12.5% on each contracted position. The General Fund includes a transfer-in from the Law Enforcement Reserve Fund in the amount of \$50,000 for as-needed special assignments and suppression patrols which have proven to be a cost-effective approach to reducing crime and responding to specific public safety issues throughout the year. Lastly, the professional services budget for Public Safety also includes the second year of the Flock Agreement (\$165,000) for the Automated License Plate Reader system.

Crossing Guard Services – The City provides Crossing Guard Services at seven (7) elementary schools and two (2) middle schools with a total of 16 guards. The total budget for crossing guard services in FY 2024/25 is \$280,000. This amount is the same as the current fiscal year, since the agreement will be in its third year and provides no rate adjustment for the first three years.

Animal Control – The City has contracted with the Inland Valley Humane Society (IVHS) for animal control and licensing services since incorporation. The City's IVHS agreement was last amended in 2021 and is based on a gross

contract model where the City pays for all contract services minus any licensing revenue collected by IVHS. The base contract amount is adjusted every two years by the IVHS pooled adjustment factor which is indicative of the percentage of IVHS services used by the City (currently 6.25%) compared to the other twelve contract agencies. The FY 2024/25 gross cost for services is \$563,305, which reflects a \$19,049 increase compared to the prior year due to a 3.5% CPI adjustment. Taking into account estimated revenues from licensing and fees for services, the proposed net cost as reflected in the FY 2024/25 proposed budget is \$440,000 which is an increase of \$7,500 compared to the prior year. Canvassing is anticipated to take place citywide during FY 2024/25 which may generate additional licensing revenue thereby reducing net costs for this service.

- **Human Resources**

“Human Capital Investment Program” – Each year, the City Council adopts the Compensation and Benefits Plan for the upcoming fiscal year which includes cost of living adjustments, and employee positions with associated salary ranges and benefits. To remain an “Employer of Choice” in the region the City must continue to reinvest in its personnel (i.e. human capital) in a manner similar to its capital projects and infrastructure. To identify and prioritize investment in organizational staffing and organizational structure, and to maintain, enhance and expand City programs, the City has developed a focused effort, led by members of the City Manager’s executive team, referred to as the Human Capital Investment Program (HCIP).

Cost-of-Living Adjustment – The City’s Personnel Rules and Regulations specify that the City Manager may request that the City Council authorize a Cost-of-Living Adjustment (COLA) for employees based on the March-to-March rates of the federal Consumer Price Index (CPI) for Wage Earners and Clerical Workers in Los Angeles/Orange Counties. This year’s CPI calculation in March 2024 was 3.90%. In order to avoid real wage losses and remain an “Employer of Choice” in the surrounding Los Angeles, Orange, Riverside and San Bernardino counties, it is recommended that the salary schedules for all benefitted classifications of employment including all executive positions, such as Department Directors, Assistant City Manager and City Manager, be increased by 3.9% effective with the pay period beginning June 29, 2024. A \$100 per month increase to the Benefit Allotment is also recommended for all benefitted classifications of employment including the executive positions and members of the City Council to help keep up with corresponding health premium rate increases. The annual cost of the COLA and Benefit Allotment increase is approximately \$421,000.

Salary Range Adjustments – The City Council Strategic Plan prioritizes the development of a high-performing organization with a positive, value-based culture that attracts and retains talent. The Employer of Choice and Human Capital Investment Programs were developed to meet these City Council goals, leading to extensive organizational analysis of long-term departmental structural needs, employee development opportunities, and necessary succession planning efforts, all in an effort to provide the most positive and effective local government

customer service experience possible.

Pursuant to recent organizational analysis, salary range adjustments for the Parks and Recreation Director and Administrative Intern classifications are recommended for FY 2024/25. The salary grade adjustment for the Parks and Recreation Director reflects equity amongst most of the other Department Heads and is indicative of the actual work assigned, such as major Capital Improvement Projects, a heavily used event center (Diamond Bar Center) and city-wide special events including the City Birthday Party, Concerts and Movies in the Park, and Snowfest. The City currently budgets for three part-time non-benefitted Administrative Interns which are currently assigned to the Finance, Public Works and Community Development Departments. The City has a long history of employing paid technical interns and has found them to be of great value to the organization. Over time the intern adds organizational efficiencies, frees full-time staff to perform more complex duties, and becomes integral to departmental operations and service delivery. In turn, the City provides valuable professional experience for the interns. Due to a competitive job market and the valuable role interns have come to play in city operations, it is recommended that the Administrative Intern salary range be adjusted. The fully burdened cost (salary plus benefits) to implement these two salary range adjustments is \$21,083 and is funded by the General Fund.

Job Classification	Current Salary Range	Proposed Salary Range
Parks and Recreation Director	\$138,988.02 - \$186,257.24	\$153,512.72 – \$205,721.72
Administrative Intern	\$16.50 - \$18.00	\$19.75 - \$21.25

Department Reorganizations – In addition to these two salary adjustments, two new full-time benefitted positions are recommended:

- (New) Recreation Coordinator – This position will be dedicated to customer service and event rentals at the Diamond Bar Center.
- (New) Public Works Inspector – This position will address current and anticipated inspection activity associated with various construction and roadway improvement projects throughout the City.

Department/Division	Classification	Salary Range	FLSA Status
Parks and Recreation	Recreation Coordinator	17NE	Non-exempt
Public Works	Public Works Inspector	17NE	Non-exempt

The City budgets for new positions conservatively at the top step of the salary range; therefore, the approximate cost, including benefits, to fill both positions for nine months of the year in FY 2024/25 is budgeted at \$154,174. These positions will add to overall organizational productivity and add capacity to address high standards of service expectations, assistance with administering key capital projects, and maintain compliance with state mandates.

- **Parks & Recreation**

The proposed Parks & Recreation department budget was developed based on continued community interest in valuable programs, services, and events. Several programs and events offered this year to support an active and healthy community include summer youth day camp, senior dances, field allocations with sports organizations, contract classes, picnic reservations, and Concerts/Movies-in-the-Park. This fiscal year will include the ever-popular Bridal Show at the DBC to promote the facility, which is mostly a cost neutral event. All special events including: Windmill Lighting, Winter Snow Fest, Veterans Recognition, and the Halloween Party will continue to improve and bring the community together.

Expenses for recreation programs (\$2.80 million) and operations at the Diamond Bar Center (\$1.73 million) have been increased commensurate with the anticipated activities, and with a combined budget of \$4.53 million, the Parks & Recreation Department's Proposed FY 2024/25 budget represents an increase of \$260,000 from the prior year. As would be expected, operations at the Diamond Bar Center have continued to flourish as rental revenue increases and is budgeted at \$675,000, which is an increase of \$50,000 from the prior year. The DBC revenue may fluctuate slightly in FY 2024/25 due to several capital improvement projects scheduled for the 20-year-old facility.

Special Revenue Fund Highlights

- **Integrated Waste Management Fund (250)** – The proposed budget of \$928,890 includes \$174,000 which will be used to achieve the City's 100% procurement target of Recovered Organic Waste Products (ROWP) set forth by Senate Bill (SB) 1383: Short-Lived Climate Pollutants strategy. SB 1383 is a state mandate that aims to reduce organic waste disposal by 75% and increase edible food recovery by 20% by the year 2025. To alleviate the cost of this required action, 84% (\$146,317) will be funded by the SB 1383 Local Assistance Grant, which the City will receive in Q4 of FY 2024/25.
- **Lighting & Landscape Assessment Districts (LLADs)** – Much work has been done over the recent years to help address the operating deficits and reduce the General Fund subsidies to the LLADs, particularly Districts 39-2022 and 41-2021. Total General Fund contributions to all three districts for FY 2024/25 is budgeted at \$364,469, an increase of \$92,469 from the prior year due mainly to an increase in the contribution to LLAD No. 38 related to the scheduled 5-year tree trimming cycle for citywide road medians. Budgeted resources and expenditures for all three districts for FY 2024/25 are as follows:

Landscape & Lighting Assessment Districts

Proposed FY 2024/25 Budget	LLAD No. 38	LLAD No. 39-2022	LLAD No. 41-2021
Resources			
Assessment Revenue	\$ 276,780	\$ 665,215	\$ 311,346
General Fund Contributions	308,477	44,037	11,955
Use of District Fund Balance	-	-	-
Total Resources	\$ 585,257	\$ 709,252	\$ 323,301
Total Expenditures	\$ 585,257	\$ 709,252	\$ 323,301
Changes to Dist. Fund Balance	\$ -	\$ -	\$ -

- **AB 2766 Air Quality Management District Fund (251)** – The proposed budget of \$154,000 is recommended to accommodate citizen requests for neighborhood traffic management improvements (\$84,000), and to partially fund the purchase of a zero-emissions replacement vehicle (expensed in Vehicle Maint./Repl. Fund 502).

Internal Service Funds Highlights

- **Debt Service Fund (401)** – In May 2021, the City refunded the outstanding Lease Revenue Bonds associated with the original acquisition and construction of the Diamond Bar Center. This achieved a gross savings of \$1.736 million and present value savings of \$1.63 million (or 20.85%) for the General Fund, which translates to approximately \$144,700 in average annual debt service savings for the remainder of the term through June 1, 2033 at an effective interest rate of 1.15%. The 2021 Bonds were rated by S&P as AA+ (top rating for this type of bond) which is a testament to the Council's conservative and prudent fiscal policies. The total debt service (principal and interest) will be \$718,400 for the upcoming year and is funded by a transfer to the Debt Service Fund from the General Fund.
- **Self-Insurance Fund (501)** – CJPIA covers the City's property, pollution liability, crime, workers' compensation and general liability needs. The combined premiums are anticipated to be approximately \$534,550 which reflects a year-over-year decrease of \$74,830, or 12 percent. This reduction is mainly due to a decrease in the Liability Insurance premium (\$90,000) offset by a minor increase in the Property Insurance premium (\$14,000). Workers' Compensation costs are reflected in the line-item budgets for all city funds for which there are personnel costs. The total Workers Compensation premium for the upcoming year is anticipated to be \$136,637, a decrease of \$24,133 year-over-year, or 15 percent.
- **Vehicle Maintenance & Replacement Fund (502)** – The proposed budget of \$289,500 is recommended for necessary operations and maintenance of the citywide fleet, as well as the purchase of three vehicles, one of which is a new addition to the fleet (for the Public Works Inspector), and two of which are replacements for vehicles purchased 10 and 13 years ago. It is anticipated that

one of the three vehicles purchased will be a zero-emissions truck for which funding in the amount of \$70,000 is supplied by the AQMD Fund (251), as noted above. In addition, a fourth vehicle will be purchased out of the Law Enforcement Reserve Fund (102) and ownership will be transferred to the Los Angeles County Sheriff's Department. This vehicle will replace the vehicle used by the City's Volunteer on Patrol (VOP).

- **Computer Equipment Maint. & Replacement Fund (503)** – The proposed budget of \$1,170,000 is recommended for necessary information systems, hardware upgrades, and replacements, such as:
 - Creston/Audio-Visual project at Diamond Bar Center (Construction).
 - Server Replacements (5 quantity).
 - Printer Replacements (25 quantity).
 - PC, Monitor, Related Accessories Replacements (118 quantity).
 - Replacement of Network Switch (1 quantity).
 - Replacement of the City's Agenda Management and Live Meeting Streaming Software.
- **Building Facility & Replacement Fund (504)** – The proposed budget of \$165,000 is recommended for necessary facility maintenance projects not categorized as capital improvement projects, such as:
 - Diamond Bar Center Office Space Reconfiguration.
 - Engineered Wood Fiber Replacement at Diamond Cyn. Park and Sycamore Cyn. Park Playgrounds, and Pantera Dog Park.
 - Replacement of Sewer Line Lining at Ronal Regan Park.

Fiduciary Fund

- **OPEB Trust Fund (601)** – The proposed budget for this fund consists only of revenue via a transfer-in from the General Fund in the amount of \$88,000 and investment earnings in the amount of \$26,600 designated to fund the City's Other Post-Employment Benefits (OPEB) Trust, an investment vehicle managed by CalPERS for the purpose of reducing the City's long-term OPEB liabilities (e.g. retiree medical costs). This amount is unchanged from the prior fiscal year. There are no expenses budgeted in this fund.

Capital Improvement Program

- As discussed at the May 7, 2024 Study Session, the Draft FY 2024/25 Capital Improvement Program (CIP) budget includes eight (8) new projects totaling \$14.3 million. Some proposed projects have already received funding for the design phase in the current FY 2023/24 and are now proposed to move to the construction phase. The Draft FY 2024/25 CIP encompasses four (of five) project categories and represents an expenditure increase of 18.4% when compared to

the Adopted CIP for FY 2023/24. The Diamond Bar Blvd. Complete Street Project is the most significant new project proposed at an estimated \$9.3 million (primarily grant funded) and will serve as an early implementation public project that will act as a catalyst for the transformation of the Town Center area into a pedestrian-oriented mixed-use “downtown”. The CIP budget includes General Fund funding in the amount of \$450,000 for the design of prioritized improvements proposed for Ronald Reagan and Sycamore Canyon Parks. The remaining balance needed to fund the program is supplied by other sources such as the City’s Measure M, Measure R, Measure W, SB-1, Prop. A, Prop. C, CDBG and Waste Hauler funds.

Proposed CIPs for FY 2024/25 - Total Budget Request: \$14,250,189

Project No.	Street Improvements: \$13,356,189
SI25105	Arterials -Lemon Ave (SR60 to Northerly City Limit); Brea Cyn Cutoff (SR57 to Westerly City Limit) (Const.)
SI25101	Residential and Collector Street Rehab - Area 4 (Const.)
SI25104	CDBG Area 5 ADA Curb Ramp Project (Const.)
SI25106	Diamond Bar Blvd Complete Street Project (Const.)
Project No.	Traffic Management/Safety Projects: \$64,000
TM25201	Battery Back-Up and CCTV Replacement Program (Construction)
Project No.	Transportation Infrastructure Improvements: \$0
N/A	None.
Project No.	Miscellaneous Public Works Improvements: \$380,000
PW25403	Installation of Full Capture Devices on Stormwater Catch Basin for Trash Amendment Compliance - Phase 1
Project No.	Facilities, Parks and Rec Improvements: \$450,000
FP25507	Ronald Reagan Park Pickleball Court, Playground and ADA (Design)
FP25508	Sycamore Canyon Park Lower Bridge Replacement Options (Design)

Recommendation

The proposed FY 2024/25 Operating Budget and Capital Improvement Program provides a positive outlook to continues to provide for a wide range of City programs, services and projects. It prioritizes the one-time use of General Fund resources for projects that help build resiliency, financial stability, and projects that create valuable City assets. The recommended strategic investment in human capital will improve the customer and resident experience and respond to changing demands brought on by a rapidly evolving human resources environment. Should the City Council desire to modify any part of the proposed FY 2024/25 Operating Budget and Capital Improvement Program, staff will ensure to incorporate all revisions for final adoption at the June 4, 2024 City Council Meeting.

Attachments:

1. 1.a General Fund Rev & Exp Schedule - FY 2024-25
2. 1.b Consolidated Fund Balance Schedule - FY 2024-25
3. 1.c Draft Budget Schedules - FY 2024-25



CITY OF DIAMOND BAR

PROPOSED GENERAL FUND BUDGET SUMMARY

FY 2024/25

	FY 2022/23 Actuals	FY 2023/24 Revised Budget*	FY 2023/24 Actuals thru Mar.	FY 2024/25 Proposed	% Change Revised FY 23/24 to FY 24/25
REVENUES					
Property Taxes	\$ 6,418,120	\$ 6,438,183	\$ 3,472,599	\$ 6,701,322	4.1%
Other Taxes & Fees	10,027,433	9,922,000	5,454,232	9,936,210	0.1%
State Revenue	7,296,543	7,575,497	3,836,667	7,992,488	5.5%
State Grants	-	-	-	-	0.0%
From Other Agencies	-	-	-	-	0.0%
Fines & Forfeitures	383,058	385,000	274,445	370,000	-3.9%
Service Charges	2,856,466	3,392,865	2,069,810	3,477,800	2.5%
Use of Money and Property	1,455,223	1,866,430	1,554,492	2,400,730	28.6%
Cost Reimbursements	165,180	318,340	279,540	159,000	-50.1%
Transfers In	4,704,370	1,475,500	8,351	1,687,500	14.4%
Total Revenues	\$ 33,306,392	\$ 31,373,815	\$ 16,950,137	\$ 32,725,050	4.3%
EXPENDITURES					
City Council (110)	\$ 204,609	\$ 212,772	\$ 127,418	\$ 223,866	5%
City Attorney (120)	152,608	242,000	179,399	238,500	-1%
City Manager (130)	1,177,457	1,370,227	886,552	1,258,258	-8%
City Clerk (140)	445,104	424,111	316,700	497,328	17%
Economic Development (150)	206,168	398,021	239,081	462,759	16%
Finance (210)	835,134	906,278	635,115	899,244	-1%
Human Resources (220)	488,118	536,866	396,845	558,670	4%
Information Systems (230)	1,404,910	1,607,388	1,195,498	1,654,739	3%
Community Relations (240)	686,820	1,037,977	489,447	1,059,341	2%
Law Enforcement (310)	7,723,306	8,443,117	4,693,286	8,919,265	6%
Volunteer Patrol (320)	1,108	4,000	1,394	4,000	0%
Fire (330)	7,359	7,500	7,359	8,000	7%
Animal Control (340)	373,879	472,500	301,182	455,000	-4%
Emergency Preparedness (350)	39,174	47,100	28,636	50,600	7%
Community Dev/Planning (410)	763,880	859,423	609,239	919,485	7%
Building & Safety (420)	964,867	1,151,243	629,012	1,213,234	5%
Neighb Improvement (430)	445,227	521,604	351,598	554,917	6%
Diamond Bar Center (510)	1,439,180	1,704,420	1,057,624	1,729,216	1%
Recreation (520)	1,941,946	2,637,412	1,515,509	2,797,668	6%
Public Works (610)	524,604	647,156	505,793	681,433	5%
Engineering (615)	458,709	761,564	289,296	891,863	17%
Civic Center (620)	652,844	807,312	487,874	973,681	21%
Parks & Facilities Maintenance (630)	1,410,918	1,738,327	1,028,773	1,670,250	-4%
Landscape Maintenance (645)	283,241	405,600	301,435	347,100	-14%
Road Maintenance (655)	1,703,885	2,050,381	927,798	2,251,632	10%
Transfers Out (900)	4,180,209	8,108,751	4,139,187	2,849,569	-65%
Total Expenditures	\$ 28,515,264	\$ 37,103,048	\$ 21,341,047	\$ 33,169,618	-10.6%
Budgetary Surplus/(Deficit)	\$ 4,791,129	\$ (5,729,233)		\$ (444,568)	
Budgetary Fund Balance - Beginning		\$ 32,354,458		26,625,226	
Budgetary Fund Balance - Ending**		\$ 26,625,226		\$ 26,180,658	

*Note: FY 2023/24 Revised Budget as of March 31, 2024

**Note: Includes 25% Contingency Reserve of \$8.3 million



CITY OF DIAMOND BAR

Proposed Revenues & Expenses

Fiscal Year 2024/25

Fund #	Fund Title	PROPOSED SOURCES				PROPOSED USES			Estimated FB Reserves @ 06/30/25	Addition/(Use) of Fund Balance
		Estimated FB Reserves @ 07/01/24	Revenues	Transfers In	Total Resources	Appropriations	Transfers Out	Total Uses		
100	General Fund (includes 25% Contingency Reserve)	\$ 26,625,225	\$ 31,037,550	\$ 1,687,500	\$ 32,725,050	\$30,320,049	\$2,849,569	\$33,169,618	\$ 26,180,658	\$ (444,567)
101	Com Organization Support Fund	2,062	-	20,000	20,000	20,000	-	20,000	2,062	-
102	Law Enforcement Reserve Fund	656,362	-	-	-	45,000	50,000	95,000	561,362	(95,000)
103	General Plan Revision Fund	94,568	-	-	-	12,000	-	12,000	82,568	(12,000)
104	Technology Reserve Fund	694,386	74,000	100,000	174,000	-	705,000	705,000	163,386	(531,000)
105	OPEB Reserve Fund	299,182	-	40,000	40,000	20,000	88,000	108,000	231,182	(68,000)
106	COVID-19 Recovery Fund	(105,636)	-	-	-	-	-	-	(105,636)	-
107	Homelessness Response Fund	-	-	50,000	50,000	50,000	-	50,000	-	-
201	Measure W	689,725	838,000	-	838,000	1,436,065	-	1,436,065	91,660	(598,065)
202	Road Maint. & Rehab (RMRA)	138,489	1,419,737	-	1,419,737	1,300,000	-	1,300,000	258,226	119,737
203	Measure M Fund	167,863	1,065,986	-	1,065,986	969,078	-	969,078	264,771	96,908
204	Measure R Fund	84,306	938,546	-	938,546	869,078	-	869,078	153,774	69,468
205	Gas Tax Fund	150,000	1,501,997	-	1,501,997	66,000	1,475,000	1,541,000	110,997	(39,003)
206	Prop A - Transit Fund	2,753,595	1,730,128	-	1,730,128	1,600,657	-	1,600,657	2,883,066	129,471
207	Prop C - Transit Fund	318,656	1,254,895	-	1,254,895	1,534,284	-	1,534,284	39,267	(279,389)
208	MAP-21 Fund	1,072	-	-	-	-	-	-	1,072	-
209	SB821 Trails (TDA)	14,498	100,000	-	100,000	100,000	-	100,000	14,498	-
210	MTA Grants Fund	(56,599)	-	-	-	-	-	-	(56,599)	-
224	PLHA Fund	-	358,416	-	358,416	358,416	-	358,416	-	-
225	Community Dev Block Grant Fd	(194,110)	362,376	-	362,376	362,376	-	362,376	(194,110)	-
226	CASP (SB1186) Fund	34,531	8,200	-	8,200	-	-	-	42,731	8,200
238	Landscape Maint Dist - 38	-	276,780	308,477	585,257	585,257	-	585,257	-	-
239	Landscape Maint Dist - 39	364,842	665,215	44,037	709,252	709,252	-	709,252	364,842	-
241	Landscape Maint Dist - 41	170,201	311,346	11,955	323,301	323,301	-	323,301	170,201	-
245	Street Beautification	339,339	2,400	-	2,400	-	-	-	341,739	2,400
246	Traffic Mitigation Fund	8,173,361	150,000	-	150,000	-	-	-	8,323,361	150,000
247	Sewer Mitigation Fund	57,635	400	-	400	-	-	-	58,035	400
248	Tres Hermanos	6,910	-	100,000	100,000	100,000	-	100,000	6,910	-
250	Integrated Waste Mgt Fund	1,807,354	665,226	-	811,543	918,890	10,000	928,890	1,690,007	(117,347)
251	Air Quality Improvement Fd	79,290	75,100	-	75,100	84,000	70,000	154,000	390	(78,900)
252	Waste Hauler Fund	97,725	158,300	-	158,300	250,000	-	250,000	6,025	(91,700)
253	Used Oil Grant	27,680	7,971	-	7,971	10,171	-	10,171	25,480	(2,200)

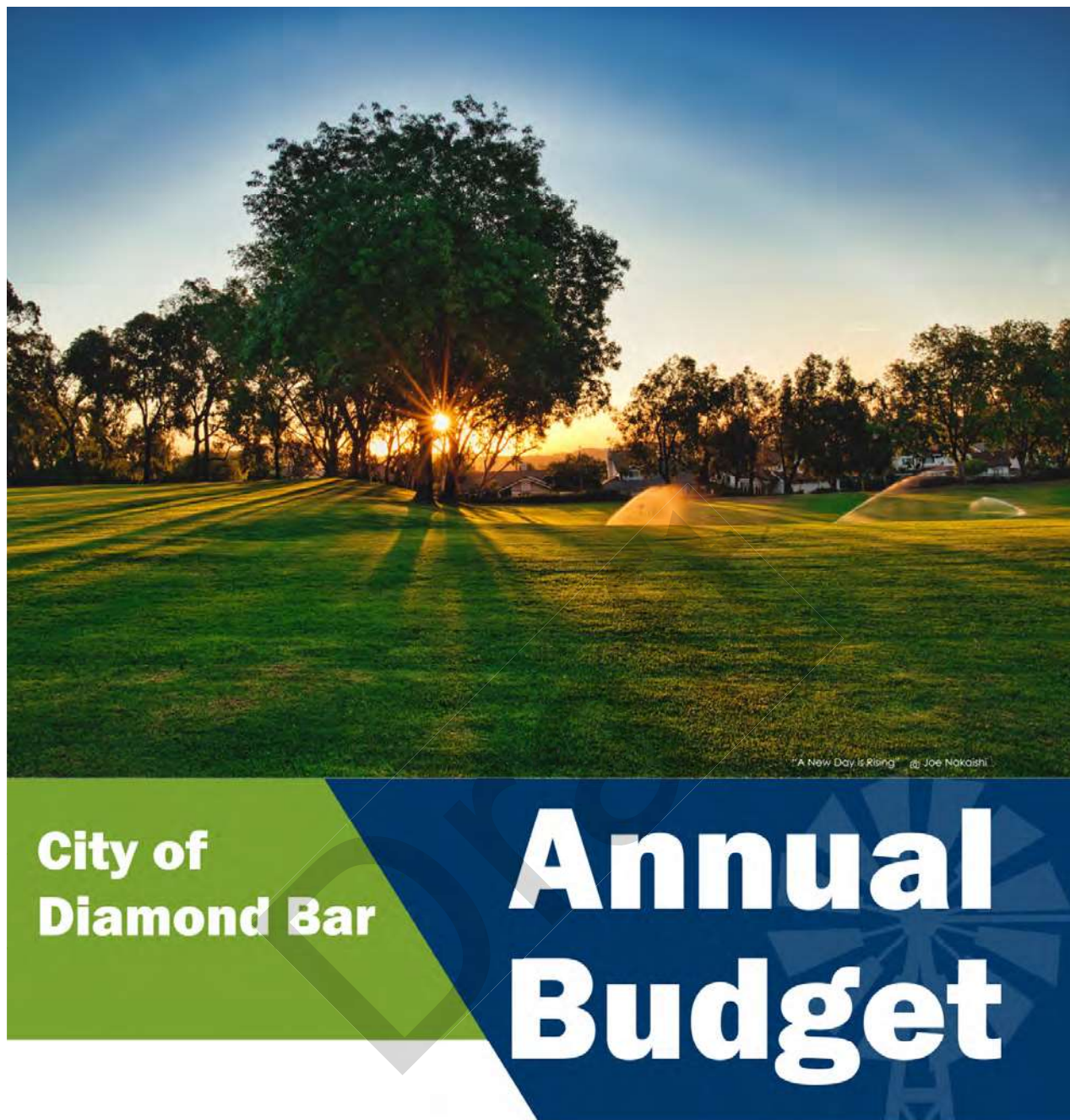


CITY OF DIAMOND BAR

Proposed Revenues & Expenses

Fiscal Year 2024/25

		PROPOSED SOURCES				PROPOSED USES			Estimated FB Reserves @ 06/30/25	Addition/(Use) of Fund Balance
Fund #	Fund Title	Estimated FB Reserves @ 07/01/24	Revenues	Transfers In	Total Resources	Appropriations	Transfers Out	Total Uses		
254	Beverage Recycling Grant	85,200	14,800	-	14,800	13,000	-	13,000	87,000	1,800
255	LRSP Grant Fund	(92)	-	-	-	-	-	-	(92)	-
256	Hazard Mitigation Grant Fund	27,687	-	-	-	-	-	-	27,687	-
260	Park Fees (Quimby) Fd	126,481	500	-	500	-	-	-	126,981	500
261	Measure A Neigh. Parks Act	183,000	-	-	-	-	-	-	183,000	-
262	Park & Facility Development Fd	1,441,921	7,300	-	7,300	-	-	-	1,449,221	7,300
263	Prop A - Safe Neigh. Pks Fd	-	-	-	-	-	-	-	-	-
270	PEG Fees Fund	410,694	103,800	-	103,800	100,000	-	100,000	414,494	3,800
280	Citizens Option for Public Sfty Fd	356,980	168,200	-	168,200	10,000	152,500	162,500	362,680	5,700
301	Capital Improvement Project Fd	423	8,086,000	450,000	8,536,000	8,536,000	-	8,536,000	423	-
401	Debt Service Fund	1,610	-	721,900	721,900	721,900	-	721,900	1,610	-
501	Self Insurance Fund	964,977	10,000	580,000	590,000	534,550	-	534,550	1,020,427	55,450
502	Vehicle Maint & Replacement Fd	263,442	6,000	339,000	345,000	289,500	-	289,500	318,942	55,500
503	Equipment Maint & Repl Fd	478,184	8,000	705,000	713,000	1,170,000	-	1,170,000	21,184	(457,000)
504	Building Facility & Maint Fund	2,085,635	10,800	154,200	165,000	165,000	-	165,000	2,085,635	-
601	OPEB Trust Fund	760,036	26,600	88,000	114,600	-	-	-	874,636	114,600
		-								
Grand Totals		60,799,211	51,444,569	5,400,069	56,990,955	53,583,824	5,400,069	58,983,893	48,685,751	(1,992,937)



**City of
Diamond Bar**

Annual Budget

■ Fiscal Year 2024 - 2025



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

100 - GENERAL FUND REVENUE

General Fund Revenue

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Property Taxes				
(40010) Secured Property Taxes	\$5,820,899	\$6,050,640	\$6,050,640	\$6,303,639
(40020) Unsecured Property Taxes	\$380,740	\$188,543	\$188,543	\$198,683
(40030) Supplemental Roll Taxes	\$196,722	\$165,000	\$165,000	\$165,000
(40040) Prior Year Property Taxes	-\$31,014	-\$11,000	-\$11,000	-\$11,000
(40060) Interest, Penalties & Delinq	\$25,641	\$20,000	\$20,000	\$20,000
(40070) Homeowner's Exemption	\$25,131	\$25,000	\$25,000	\$25,000
PROPERTY TAXES TOTAL	\$6,418,120	\$6,438,183	\$6,438,183	\$6,701,322
Other Taxes & Fees				
(41010) Sales Tax Revenue	\$6,598,953	\$6,161,000	\$6,661,000	\$6,597,000
(41020) Transient Occupancy Tax	\$1,462,904	\$1,380,000	\$1,380,000	\$1,449,000
(41030) Franchise Fees	\$1,687,104	\$1,551,000	\$1,551,000	\$1,560,210
(41050) Property Transfer Tax	\$278,472	\$330,000	\$330,000	\$330,000
OTHER TAXES & FEES TOTAL	\$10,027,433	\$9,422,000	\$9,922,000	\$9,936,210
Federal Revenue	\$0	\$0	\$0	\$114,980
State Revenue				
(43010) Motor Vehicle In Lieu	\$56,347	\$65,000	\$65,000	\$65,000
(43020) Property Tax In Lieu of VLF	\$7,232,759	\$7,510,497	\$7,510,497	\$7,812,508
(43130) Mobile Source Air Pollution Reduction Review Committee (MSRC) Grant	\$7,437	\$0	\$0	\$0
STATE REVENUE TOTAL	\$7,296,543	\$7,575,497	\$7,575,497	\$7,877,508
Fines & Forfeitures				
(47010) Vehicle Code Fines	\$138,683	\$125,000	\$125,000	\$125,000
(47020) General Fines	\$11,015	\$15,000	\$15,000	\$15,000
(47030) Municipal Code Fines	\$55,669	\$35,000	\$35,000	\$50,000
(47040) Parking Fines	\$169,191	\$200,000	\$200,000	\$170,000
(47050) Impound Fees	\$8,500	\$10,000	\$10,000	\$10,000
FINES & FORFEITURES TOTAL	\$383,058	\$385,000	\$385,000	\$370,000
Building Fees				
(48010) Construction Permit Fees	\$991,565	\$931,960	\$931,960	\$959,553
(48020) Plan Check Fees-Bldg/Sfty	\$466,648	\$931,960	\$931,960	\$959,553
(48160) Building Standards Admin Fee	\$137	\$2,830	\$2,830	\$2,821
(48170) SMIP Fees	\$176	\$7,170	\$7,170	\$7,130
BUILDING FEES TOTAL	\$1,458,526	\$1,873,920	\$1,873,920	\$1,929,057
Planning Fees				
(48100) Planning Fees	\$210,671	\$200,000	\$200,000	\$225,000
(48130) Business License Fee	\$44,711	\$37,300	\$37,300	\$37,300
(48140) Business License - Late Fee	\$3,840	\$4,000	\$4,000	\$4,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
PLANNING FEES TOTAL	\$259,222	\$241,300	\$241,300	\$266,300
Engineering Fees				
(48200) Plan Check Fees - Engineering	\$18,228	\$118,000	\$118,000	\$121,550
(48210) Address Change Fee	\$6,616	\$8,000	\$8,000	\$8,250
(48220) Encroachment Permit - Eng	\$124,490	\$115,750	\$115,750	\$119,250
(48230) Inspections - Engineering	\$10,997	\$11,800	\$11,800	\$12,150
(48240) Soils/Misc Engineering Fees	\$22,368	\$23,000	\$23,000	\$23,750
(48260) Waste Hauler Fees	\$274,809	\$234,500	\$234,500	\$241,500
(48270) Industrial Waste Fees	\$56,946	\$52,500	\$52,500	\$52,500
ENGINEERING FEES TOTAL	\$514,453	\$563,550	\$563,550	\$578,950
Recreation Fees				
(48300) Special Events	\$37,469	\$18,050	\$18,050	\$18,800
(48310) Senior Programs	\$24,050	\$39,620	\$39,620	\$50,345
(48320) Youth Programs	\$148,738	\$200,425	\$200,425	\$175,928
(48330) Athletic Programs	\$37,157	\$48,500	\$48,500	\$50,920
(48340) Contract Classes	\$376,852	\$407,500	\$407,500	\$407,500
RECREATION FEES TOTAL	\$624,265	\$714,095	\$714,095	\$703,493
Investment Income				
(48500) Investment Earnings	\$1,049,401	\$800,000	\$800,000	\$1,320,000
(48501) Investment Earnings-lease	\$96,689	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$677,529	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$468,561	\$800,000	\$800,000	\$1,320,000
Rental Revenue				
(48600) Cell Tower Rental Revenue	\$112,141	\$196,000	\$196,000	\$225,800
(48601) City Hall EV Charging Fee	\$890	\$0	\$0	\$0
(48605) Db Center Revenue	\$757,841	\$625,000	\$725,000	\$675,000
(48610) Facility Security Charge	\$44,596	\$86,000	\$86,000	\$86,000
(48625) Field & Facility Rentals	\$43,116	\$32,000	\$32,000	\$69,500
RENTAL REVENUE TOTAL	\$958,584	\$939,000	\$1,039,000	\$1,056,300
Taxable Sales				
(48710) Printed Material Sales	\$0	\$200	\$200	\$200
TAXABLE SALES TOTAL	\$0	\$200	\$200	\$200
Cost Reimbursements				
(48800) Prop Damage Reimb - Pwks	\$50,637	\$30,000	\$30,000	\$30,000
(48810) Prop Damage Reimb - Parks	\$543	\$1,000	\$1,000	\$1,000
(48820) Cost Reimbursements	\$114,000	\$128,000	\$287,340	\$128,000
COST REIMBURSEMENTS TOTAL	\$165,180	\$159,000	\$318,340	\$159,000
Miscellaneous Revenue				
(48900) Returned Check Charges	\$276	\$230	\$230	\$230
(48915) Film Permit Revenue	\$10,565	\$12,000	\$12,000	\$9,000
(48920) Election Fees	\$3,600	\$0	\$0	\$0
(48990) Miscellaneous Revenue	\$13,227	\$15,000	\$15,000	\$15,000
MISCELLANEOUS REVENUE TOTAL	\$27,668	\$27,230	\$27,230	\$24,230
Interfund Transfers				
(49106) Transfer In - COVID Fund	\$3,415,474	\$0	\$0	\$0
(49102) Transfer In - Law Enforcement	\$27,132	\$100,000	\$100,000	\$50,000
(49205) Transfer In - Gas Tax Fd	\$1,049,000	\$1,204,000	\$1,204,000	\$1,475,000
(49239) Transfer In - Llad #39	\$62,764	\$0	\$0	\$0
(49250) Transfer In - Ab939	\$0	\$10,000	\$10,000	\$10,000
(49280) Transfer In - Cops Fund	\$150,000	\$152,500	\$152,500	\$152,500
(49281) Transfer In - Cleep Fund	\$0	\$9,000	\$9,000	\$0
INTERFUND TRANSFERS TOTAL	\$4,704,370	\$1,475,500	\$1,475,500	\$1,687,500
TOTAL	\$33,305,983	\$30,614,475	\$31,373,815	\$32,725,050

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

100 - GENERAL FUND APPROPRIATIONS

GF Appropriations

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$5,614,583	\$6,364,733	\$6,342,516	\$6,860,033
(50020) Over Time Wages	\$20,866	\$46,854	\$46,854	\$45,854
(50030) Part-Time Wages	\$755,645	\$967,645	\$967,646	\$1,003,673
(50040) Classic Member Retirement	\$732,419	\$839,109	\$839,119	\$850,572
(50042) Classic Member Ual Pmts	\$482,712	\$509,198	\$509,208	\$574,499
(50044) Pepra Member Retirement	\$98,366	\$142,739	\$142,747	\$180,823
(50046) Pepra Member Ual Pmts	\$3,004	\$0	\$0	\$8,929
(50050) City Paid Benefits	\$96,595	\$66,077	\$66,088	\$71,154
(50052) Worker's Compensation	\$137,357	\$149,348	\$149,359	\$121,101
(50054) Short/Long Term Disability	\$26,039	\$62,082	\$62,092	\$67,092
(50056) Medicare Expense	\$100,443	\$106,364	\$106,372	\$110,881
(50057) Medicare Payable	\$0	\$575	\$575	\$575
(50060) Benefit Allotment	\$1,071,851	\$1,205,746	\$1,205,747	\$1,312,750
(50062) Benefits Administration	\$2,320	\$3,000	\$11,000	\$3,000
(50070) Cell Phone Allowance	\$2,855	\$2,700	\$2,700	\$2,700
(50072) Auto Allowance	\$42,782	\$40,506	\$40,506	\$45,123
(50074) Technology Allowance	\$17,487	\$17,748	\$19,248	\$22,374
(50075) Performance Pay Incentive	\$90,000	\$90,000	\$90,000	\$90,000
PERSONNEL SERVICES TOTAL	\$9,295,323	\$10,614,424	\$10,601,777	\$11,371,133
Supplies				
(51200) Operating Supplies	\$229,819	\$352,850	\$353,370	\$337,285
(51210) Janitorial Supplies	\$18,822	\$20,000	\$25,000	\$30,000
(51250) Road Maintenance Supplies	\$113,938	\$75,000	\$177,867	\$75,000
(51300) Small Tools & Equipment	\$22,319	\$41,250	\$53,250	\$77,900
(51400) Promotional Supplies	\$35,765	\$42,450	\$42,450	\$41,950
SUPPLIES TOTAL	\$420,662	\$531,550	\$651,937	\$562,135
Operating Exp				
(52100) Photocopying	\$6,470	\$7,500	\$7,500	\$7,500
(52110) Printing	\$107,676	\$199,750	\$200,000	\$205,550
(52130) Photography	\$9,906	\$11,500	\$11,500	\$15,500
(52140) Engraving Services	\$666	\$1,000	\$1,000	\$1,000
(52160) Advertising	\$48,166	\$69,000	\$69,000	\$75,600
(52170) Postage	\$71,895	\$83,450	\$83,450	\$87,300
(52200) Telephone	\$95,143	\$95,900	\$95,900	\$96,900
(52210) Electric Utility Expenditure	\$498,778	\$431,500	\$482,000	\$508,500
(52215) Gas Utility Expenditure	\$37,544	\$31,200	\$31,200	\$26,200
(52220) Water Utility Expenditure	\$247,487	\$329,700	\$331,200	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(52255) Banking Charges	\$10,351	\$23,600	\$23,600	\$47,700
(52300) Rental/Lease - Equipmnt	\$31,187	\$87,800	\$87,800	\$59,300
(52302) Rental/Lease - Real Property	\$74,015	\$98,500	\$103,110	\$118,930
(52304) Rental/Lease - Exhibit Space	\$400	\$2,000	\$2,000	\$8,000
(52310) Equipment Maintenance	\$22,521	\$65,750	\$65,750	\$73,250
(52314) Computer Maintenance	\$489,787	\$522,200	\$522,200	\$565,900
(52320) Maint Of Grounds/Buildings	\$507,205	\$564,100	\$679,100	\$617,100
(52400) Membership & Dues	\$117,639	\$147,585	\$147,835	\$151,356
(52405) Publications	\$1,012	\$3,320	\$8,320	\$3,270
(52410) Meetings	\$10,897	\$19,200	\$24,200	\$20,850
(52415) Conferences	\$42,639	\$129,850	\$130,450	\$142,750
(52420) Mileage Reimbursement	\$866	\$2,500	\$2,500	\$2,600
(52500) Education & Training	\$16,664	\$34,850	\$34,850	\$57,850
(52505) Employee Tuition Reimbursement	\$269	\$3,000	\$3,000	\$3,000
(52510) Employment Physicals	\$15,820	\$12,000	\$15,000	\$15,500
(52515) Miscellaneous Employee Benefit	\$1,452	\$2,000	\$2,000	\$2,500
(52520) Employee Recognition Program	\$3,386	\$4,000	\$4,000	\$4,000
(52525) Commissioner Compensation	\$6,155	\$6,850	\$6,850	\$7,850
(52601) Shop Local Initiative	\$0	\$0	\$0	\$46,740
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$4,144	\$22,500	\$22,500	\$22,500
(53520) Admissions - Youth Activities	\$10,597	\$22,700	\$22,700	\$25,000
(53530) Elections	\$66,245	\$4,000	\$4,000	\$55,000
(53999) Miscellaneous Expenditures	\$8,064	\$0	\$0	\$0
OPERATING EXP TOTAL	\$2,565,045	\$3,041,305	\$3,227,015	\$3,408,696
Professional Svcs				
(54010) PS - Accounting & Auditing	\$47,497	\$77,300	\$77,300	\$74,350
(54020) PS - General Legal Services	\$134,989	\$180,000	\$165,000	\$188,500
(54024) PS - Special Legal Code Enf	\$17,619	\$25,000	\$77,000	\$50,000
(54030) PS - Data Processing Services	\$38,119	\$44,500	\$44,500	\$44,500
(54200) PS - Environmental Services	\$27,828	\$60,000	\$65,000	\$65,000
(54400) PS - Engineering	\$108,952	\$165,500	\$165,500	\$365,500
(54410) PS - Traffic	\$94,718	\$175,000	\$175,000	\$115,000
(54420) PS - Plan Checking	\$4,862	\$100,000	\$100,000	\$103,000
(54430) PS - Soils/Surveying	\$0	\$18,000	\$28,000	\$50,000
(54440) PS - Inspection	\$0	\$10,000	\$10,000	\$10,300
(54900) PS - Other Prof Svcs	\$345,805	\$582,790	\$641,777	\$606,380
PROFESSIONAL SVCS TOTAL	\$820,390	\$1,438,090	\$1,549,077	\$1,672,530
Contract Services				
(55130) CS-Short Term Rental Monitoring	\$0	\$0	\$0	\$5,500
(55000) Cs - Contract Services	\$44,134	\$61,400	\$102,124	\$64,700
(55100) Cs - Building & Safety	\$703,303	\$747,100	\$744,600	\$747,490
(55110) Cs-Code Enforcement	\$8,781	\$9,500	\$9,500	\$10,000
(55120) Cs-Property Abatement	\$0	\$5,000	\$5,000	\$10,000
(55300) Cs - Special Events	\$157,646	\$291,200	\$283,200	\$223,300
(55305) Cs - Athletic Programs	\$3,408	\$6,000	\$6,000	\$6,000
(55310) Cs - Senior Programs	\$24,066	\$38,250	\$38,250	\$48,350
(55315) Cs - Youth Programs	\$2,199	\$12,700	\$12,700	\$13,300
(55320) Cs - Contract Classes	\$234,618	\$262,000	\$263,357	\$262,000
(55330) Cs - Security	\$46,254	\$89,050	\$89,050	\$89,050
(55400) Cs - Sheriff's Department	\$7,274,066	\$7,900,097	\$7,900,097	\$8,203,845
(55402) Cs-Sheriff - Special Events	\$180,200	\$233,020	\$233,020	\$238,920
(55404) Cs - Animal Control	\$373,879	\$432,500	\$457,500	\$440,000
(55406) Cs - Fire Department	\$7,359	\$7,500	\$7,500	\$8,000
(55408) Cs - Parking Citation Admin	\$22,270	\$32,500	\$32,500	\$32,500
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
(55412) Cs - Crossing Guard Services	\$249,294	\$280,000	\$280,000	\$280,000
(55505) Cs - Pw Contract Services	\$499,546	\$547,500	\$547,500	\$613,000
(55510) Cs - Street Sweeping	\$160,107	\$210,000	\$210,000	\$210,000
(55512) Cs - Road Maintenance	\$148,070	\$740,000	\$740,000	\$980,000
(55514) Cs - Sidewalk Maintenance	\$409,960	\$0	\$0	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(55516) Cs - Striping & Signing	\$87,301	\$0	\$0	\$0
(55522) Cs - Tree Maintenance	\$245,885	\$364,600	\$364,600	\$304,600
(55528) Cs - Pkwy/Vegetation Control	\$179,460	\$181,000	\$181,000	\$202,500
(55530) Cs - Right Of Way Clean Up	\$20,507	\$30,000	\$30,000	\$65,000
(55536) Cs - Traffic Signal Maint	\$78,649	\$84,000	\$134,000	\$94,000
(55540) Cs - Graffiti Removal	\$38,675	\$36,900	\$36,900	\$36,900
(55550) Cs - Industrial Waste Services	\$33,431	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$11,233,070	\$12,659,317	\$12,765,898	\$13,246,455
Capital Outlay Exp				
(56100) Capital Outlay Expense	\$0	\$50,000	\$50,000	\$5,000
(56116) Equipment	\$44,426	\$67,100	\$96,670	\$37,100
(56120) Furniture & Fixtures Exp	\$6,138	\$52,000	\$52,000	\$17,000
CAPITAL OUTLAY EXP TOTAL	\$50,564	\$169,100	\$198,670	\$59,100
Interfund Transfer Out				
(59107) Transfer Out - Homelessness Response Fund	\$0	\$50,000	\$50,000	\$50,000
(59101) Transfer Out - Com Org Fund	\$6,250	\$20,000	\$20,000	\$20,000
(59103) Transfer Out - General Plan Reserve	\$79,345	\$207,000	\$207,000	\$0
(59104) Transfer Out - Tech Reserve Fd	\$100,000	\$100,000	\$100,000	\$100,000
(59105) Transfer Out - OPEB Res Fund	\$40,000	\$40,000	\$116,000	\$40,000
(59238) Transfer Out - Llad #38	\$70,171	\$218,097	\$218,097	\$308,477
(59239) Transfer Out - Llad #39	\$26,958	\$42,560	\$42,560	\$44,037
(59241) Transfer Out-Llad #41	\$9,113	\$11,298	\$11,298	\$11,955
(59248) Transfer Out - Tres Hermanos	\$100,000	\$100,000	\$100,000	\$100,000
(59262) Transfer Out - Park Dev Fund	\$0	\$0	\$1,204,585	\$0
(59301) Transfer Out - Cip Fund	\$1,032,522	\$1,110,000	\$3,262,396	\$450,000
(59401) Transfer Out - Debt Service	\$718,816	\$716,100	\$716,100	\$721,900
(59501) Transfer Out - Self Insurance	\$460,360	\$609,380	\$609,380	\$580,000
(59502) Transfer Out - Vehicle Repl Fund	\$160,650	\$146,750	\$146,750	\$269,000
(59503) Transfer Out-Computer Equip Fund	\$1,276,023	\$0	\$0	\$0
(59504) Transfer Out - Building Fund	\$100,000	\$100,000	\$1,304,585	\$154,200
INTERFUND TRANSFER OUT TOTAL	\$4,180,209	\$3,471,185	\$8,108,751	\$2,849,569
TOTAL	\$28,565,264	\$31,924,971	\$37,103,125	\$33,169,618



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

110 - CITY COUNCIL

OVERVIEW

The City Council is the legislative and policy-making body for the City of Diamond Bar. Beginning with the November 2022 election, five Council Members will be elected by district to serve four-year, overlapping terms of office. The Council annually elects one of its members to serve as Mayor. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions.

As Diamond Bar's elected representatives, the City Council sets policy and establishes quality of municipal services for the community by determining service levels and revenue obligations through the adoption of an annual budget, authorizing City contracts and expenditures, and adopting necessary regulatory measures.

Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation and advocate for programs that are consistent with the needs of the community.



BUDGET DETAIL

100110 - City Council

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$47,228	\$49,981	\$49,981	\$49,981
(50040) Classic Member Retirement	\$1,680	\$1,940	\$1,940	\$2,013
(50042) Classic Member Ual Pmts	\$1,025	\$1,184	\$1,185	\$1,367
(50044) Pepra Member Retirement	\$1,783	\$3,330	\$3,330	\$3,539
(50046) Pepra Member Ual Pmts	\$115	\$0	\$0	\$89
(50050) City Paid Benefits	\$6,334	\$4,109	\$4,110	\$4,119
(50056) Medicare Expense	\$1,586	\$778	\$778	\$808
(50060) Benefit Allotment	\$102,892	\$99,000	\$99,000	\$105,000
(50070) Cell Phone Allowance	\$2,855	\$2,700	\$2,700	\$2,700
(50072) Auto Allowance	\$19,800	\$18,000	\$18,000	\$18,000
PERSONNEL SERVICES TOTAL	\$185,297	\$181,022	\$181,024	\$187,616
Supplies				
(51200) Operating Supplies	\$18	\$250	\$250	\$250
SUPPLIES TOTAL	\$18	\$250	\$250	\$250
Operating Exp				
(52130) Photography	\$486	\$500	\$500	\$2,000
(52400) Membership & Dues	\$0	\$500	\$500	\$500
(52410) Meetings	\$4,076	\$2,000	\$2,000	\$2,000
(52415) Conferences	\$14,733	\$28,500	\$28,500	\$31,500
OPERATING EXP TOTAL	\$19,295	\$31,500	\$31,500	\$36,000
TOTAL	\$204,609	\$212,772	\$212,774	\$223,866

POSITION FUNDING ALLOCATION DETAIL

100110 - City Council

Position Name	2025
Allocated FTE Count	
Council Member	5
ALLOCATED FTE COUNT	5

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

120 - CITY ATTORNEY

OVERVIEW

The City Attorney serves as the City's legal counsel, reviews resolutions, ordinances and agreements, and advises the City Council and staff on all legal matters relating to the operation of the municipal government. This service is provided through a contract with the law offices of Woodruff & Smart, APC.

In addition to the general legal services provided by Woodruff & Smart, APC the City periodically has the need for legal services related to code enforcement prosecution which is also provided for within this Division.

The City may also enlist the services of additional legal experts as needed to address personnel issues and to assist with other matters important to the community.



BUDGET DETAIL

100120 - City Attorney

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54020) PS - General Legal Services	\$134,989	\$180,000	\$165,000	\$188,500
(54024) PS - Special Legal Code Enf	\$17,619	\$25,000	\$77,000	\$50,000
PROFESSIONAL SVCS TOTAL	\$152,608	\$205,000	\$242,000	\$238,500
TOTAL	\$152,608	\$205,000	\$242,000	\$238,500

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

130 - CITY MANAGER

DEPARTMENT OVERVIEW

The City Manager Department budget provides administrative direction to all operating divisions in compliance with the City's Municipal Code. This division is responsible for the execution of Council policy and the enforcement of all laws and ordinances.

The City Manager, in concert with the City Council, establishes policy, provides leadership and implements efficient and effective services. The City Manager is the director of all City personnel and establishes and maintains appropriate controls to ensure that all operating departments adhere to Council and legally mandated policies and regulations. Additionally, the City Manager is responsible for the development of the City's annual budget.



CITY MANAGER'S OFFICE ORGANIZATIONAL CHART



BUDGET DETAIL

100130 - City Manager

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$656,028	\$670,874	\$669,374	\$625,148
(50030) Part-Time Wages	\$23,999	\$60,840	\$60,840	\$89,775
(50040) Classic Member Retirement	\$108,421	\$105,817	\$105,818	\$94,242
(50042) Classic Member Ual Pmts	\$63,287	\$64,432	\$64,432	\$63,862
(50044) Pepra Member Retirement	\$0	\$6,126	\$6,126	\$7,427
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$371
(50050) City Paid Benefits	\$9,127	\$4,520	\$4,520	\$4,124
(50052) Worker's Compensation	\$12,843	\$15,665	\$15,665	\$11,567
(50054) Short/Long Term Disability	\$2,402	\$6,390	\$6,391	\$5,931
(50056) Medicare Expense	\$10,316	\$10,523	\$10,524	\$10,277
(50060) Benefit Allotment	\$80,633	\$85,708	\$85,709	\$82,305
(50072) Auto Allowance	\$2,726	\$2,220	\$2,220	\$1,875
(50074) Technology Allowance	\$2,509	\$2,268	\$3,768	\$2,064
PERSONNEL SERVICES TOTAL	\$972,291	\$1,035,382	\$1,035,387	\$998,968
Supplies				
(51200) Operating Supplies	\$1,097	\$2,000	\$2,000	\$2,000
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,000
(51400) Promotional Supplies	\$148	\$0	\$0	\$0
SUPPLIES TOTAL	\$1,245	\$3,000	\$3,000	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Operating Exp				
(52110) Printing	\$91	\$3,000	\$3,000	\$3,000
(52170) Postage	\$28	\$0	\$0	\$0
(52302) Rental/Lease - Real Property	\$36,866	\$35,000	\$35,000	\$35,000
(52400) Membership & Dues	\$60,003	\$64,110	\$64,110	\$65,410
(52410) Meetings	\$2,858	\$2,500	\$2,500	\$2,500
(52415) Conferences	\$13,233	\$17,500	\$17,500	\$20,200
(52500) Education & Training	\$3,313	\$10,000	\$10,000	\$10,000
OPERATING EXP TOTAL	\$116,391	\$132,110	\$132,110	\$136,110
Professional Svcs				
(54900) PS - Other Prof Svcs	\$87,529	\$180,180	\$199,735	\$120,180
PROFESSIONAL SVCS TOTAL	\$87,529	\$180,180	\$199,735	\$120,180
TOTAL	\$1,177,457	\$1,350,672	\$1,370,232	\$1,258,258

1.c

POSITION FUNDING ALLOCATION DETAIL

100130 - City Manager's Office

Position Name	2023
Allocated FTE Count	
Administrative Intern	1.75
City Manager	0.8
Assistant to the City Manager	0.7
Senior Management Analyst	1.08
Assistant City Manager	0.89
ALLOCATED FTE COUNT	5.22

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

140 - CITY CLERK

DEPARTMENT OVERVIEW

The City Clerk has the statutory duty to record the official minutes of all City Council meetings. The division maintains original resolutions and ordinances, is responsible for the management of all City records, public hearing notices and for the maintenance of the municipal code. This position also acts as the chief election officer for municipal elections.

Administrative and clerical support to the Council Members is also provided through the City Clerk's office.



CITY CLERK ORGANIZATIONAL CHART



BUDGET DETAIL

100140 - City Clerk

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$217,960	\$221,311	\$221,311	\$235,347
(50020) Over Time Wages	\$1,797	\$2,604	\$2,604	\$2,604
(50040) Classic Member Retirement	\$37,940	\$41,947	\$41,948	\$44,521
(50042) Classic Member Ual Pmts	\$22,061	\$25,497	\$25,497	\$30,117
(50050) City Paid Benefits	\$4,576	\$2,332	\$2,332	\$2,353
(50052) Worker's Compensation	\$1,947	\$2,485	\$2,486	\$1,985
(50054) Short/Long Term Disability	\$1,096	\$2,217	\$2,218	\$2,358
(50056) Medicare Expense	\$3,477	\$3,230	\$3,230	\$3,434
(50060) Benefit Allotment	\$37,511	\$38,754	\$38,754	\$41,124
(50072) Auto Allowance	\$1,457	\$1,440	\$1,440	\$1,440
(50074) Technology Allowance	\$1,214	\$1,200	\$1,200	\$1,200
PERSONNEL SERVICES TOTAL	\$331,036	\$343,016	\$343,020	\$366,483
Supplies				
(51200) Operating Supplies	\$12,040	\$14,000	\$14,000	\$14,500
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,000
(51400) Promotional Supplies	\$2,812	\$5,000	\$5,000	\$5,000
SUPPLIES TOTAL	\$14,852	\$20,000	\$20,000	\$20,500
Operating Exp				
(52110) Printing	\$7,089	\$7,000	\$7,000	\$7,000
(52140) Engraving Services	\$666	\$1,000	\$1,000	\$1,000
(52160) Advertising	\$4,178	\$6,000	\$6,000	\$6,000
(52170) Postage	\$10,119	\$13,300	\$13,300	\$11,900
(52310) Equipment Maintenance	\$235	\$700	\$700	\$700
(52400) Membership & Dues	\$493	\$775	\$775	\$475
(52405) Publications	\$375	\$470	\$470	\$420
(52415) Conferences	\$1,297	\$4,500	\$4,500	\$4,200
(52420) Mileage Reimbursement	\$0	\$200	\$200	\$200
(52500) Education & Training	\$325	\$800	\$800	\$1,100
(53530) Elections	\$66,245	\$4,000	\$4,000	\$55,000
OPERATING EXP TOTAL	\$91,021	\$38,745	\$38,745	\$87,995
Professional Svcs				
(54900) PS - Other Prof Svcs	\$8,194	\$22,350	\$22,350	\$22,350
PROFESSIONAL SVCS TOTAL	\$8,194	\$22,350	\$22,350	\$22,350
TOTAL	\$445,104	\$424,111	\$424,115	\$497,328

POSITION FUNDING ALLOCATION DETAIL

100140 - City Clerk

Position Name	2023
Allocated FTE Count	
City Clerk	1
Administrative Coordinator	0.575
Administrative Assistant	0.4
ALLOCATED FTE COUNT	1.975

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

150 - ECONOMIC DEVELOPMENT

DIVISION OVERVIEW

The Economic Development division assists in the development and advancement of the local business community, and in the general promotion and marketing of the City of Diamond Bar.

Among the functions of this division is the facilitation of programs and activities that are designed to enhance business retention and business attraction efforts, and provide business resource assistance for existing and potential businesses.

The City Manager's Office leads the Economic Development division with support from the Community Development Department.



BUDGET DETAIL

100150 - Economic Development

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$106,346	\$172,875	\$172,876	\$211,989
(50040) Classic Member Retirement	\$17,841	\$31,848	\$31,849	\$37,561
(50042) Classic Member Ual Pmts	\$10,992	\$19,391	\$19,392	\$25,450
(50044) Pepra Member Retirement	\$0	\$0	\$0	\$691
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$35
(50050) City Paid Benefits	\$1,390	\$1,123	\$1,123	\$1,386
(50052) Worker's Compensation	\$2,189	\$3,821	\$3,822	\$3,189
(50054) Short/Long Term Disability	\$353	\$1,686	\$1,687	\$2,079
(50056) Medicare Expense	\$1,622	\$2,520	\$2,520	\$3,090
(50060) Benefit Allotment	\$13,033	\$20,820	\$20,820	\$26,064
(50072) Auto Allowance	\$453	\$900	\$900	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50074) Technology Allowance	\$481	\$660	\$660	\$750
PERSONNEL SERVICES TOTAL	\$154,701	\$255,644	\$255,649	\$313,484
Supplies	\$0	\$0	\$0	\$4,000
Operating Exp				
(52110) Printing	\$0	\$0	\$0	\$5,000
(52160) Advertising	\$0	\$0	\$0	\$2,500
(52400) Membership & Dues	\$6,095	\$9,145	\$9,145	\$9,435
(52405) Publications	\$0	\$0	\$5,000	\$0
(52410) Meetings	\$89	\$5,000	\$11,000	\$6,000
(52415) Conferences	\$15	\$12,500	\$17,100	\$11,000
(52500) Education & Training	\$0	\$0	\$0	\$4,600
(52601) Shop Local Initiative	\$0	\$0	\$0	\$46,740
OPERATING EXP TOTAL	\$6,199	\$26,645	\$42,245	\$85,275
Professional Svcs				
(54900) PS - Other Prof Svcs	\$32,204	\$83,000	\$68,132	\$38,000
PROFESSIONAL SVCS TOTAL	\$32,204	\$83,000	\$68,132	\$38,000
Contract Services				
(55000) Cs - Contract Services	\$5,000	\$12,000	\$32,000	\$22,000
CONTRACT SERVICES TOTAL	\$5,000	\$12,000	\$32,000	\$22,000
TOTAL	\$198,104	\$377,289	\$398,026	\$462,759

1.c

POSITION FUNDING ALLOCATION DETAIL

100150 - Economic Development

Position Name	2025
Allocated FTE Count	
Management Analyst	0.1
Community Development Director	0.1
Assistant to the City Manager	0.05
Principal Management Analyst	0.35
City Manager	0.2
Assistant City Manager	0.3
ALLOCATED FTE COUNT	1.1

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

210 - FINANCE

DEPARTMENT OVERVIEW

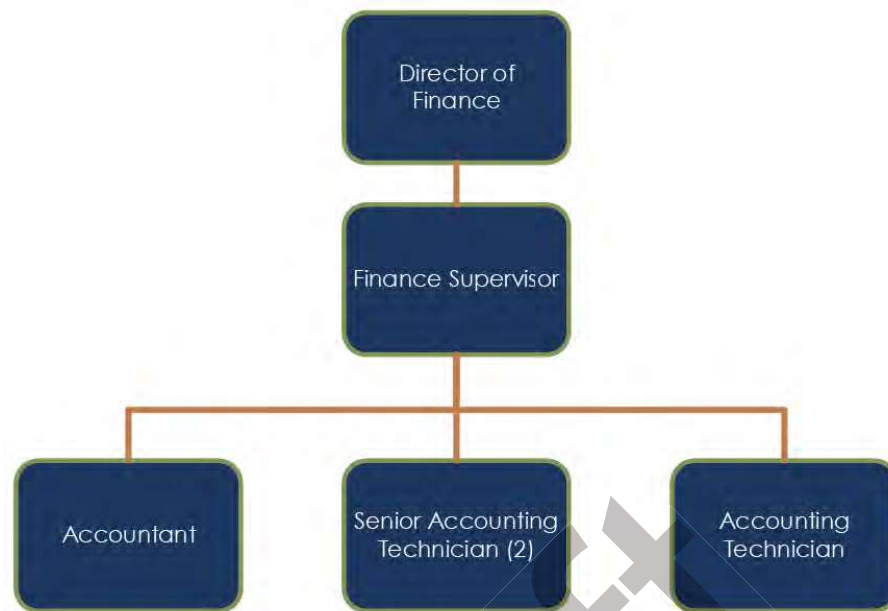
The Finance Department administers the financial affairs of the City of Diamond Bar. Under the oversight of the Finance Director, the department manages the City's revenues, expenditures, budget, investments, purchasing, accounting, cashiering, and transit activities.

The Finance Department processes all financial transactions of the City. Specific activities include accounts payable, cash receipts, payroll, fixed assets, banking services, issuance of Metrolink train and Foothill Transit bus passes, budget preparation and administration, audits, financial reporting, issuance and management of City debt and financial administration of grants.

The Finance Department is also responsible for the safety, liquidity and maximization of the yields of the City's financial resources.



FINANCE ORGANIZATIONAL CHART



BUDGET DETAIL

100210 - Finance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$468,479	\$516,072	\$516,073	\$546,398
(50020) Over Time Wages	\$1,390	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$50,866	\$57,204	\$57,204	\$60,480
(50042) Classic Member Ual Pmts	\$42,231	\$33,853	\$33,853	\$39,887
(50044) Pepra Member Retirement	\$13,163	\$15,448	\$15,448	\$16,781
(50046) Pepra Member Ual Pmts	\$197	\$0	\$0	\$838
(50050) City Paid Benefits	\$8,525	\$5,168	\$5,168	\$4,984
(50052) Worker's Compensation	\$4,377	\$5,523	\$5,524	\$4,403
(50054) Short/Long Term Disability	\$2,189	\$4,927	\$4,928	\$5,230
(50056) Medicare Expense	\$7,128	\$7,144	\$7,145	\$7,583
(50060) Benefit Allotment	\$85,278	\$87,678	\$87,678	\$88,700
(50072) Auto Allowance	\$2,935	\$2,775	\$2,775	\$2,775
(50074) Technology Allowance	\$1,174	\$1,110	\$1,110	\$1,110
PERSONNEL SERVICES TOTAL	\$687,933	\$738,403	\$738,406	\$780,669
Supplies				
(51200) Operating Supplies	\$1,344	\$2,500	\$2,500	\$2,500
(51300) Small Tools & Equipment	\$0	\$500	\$500	\$500
SUPPLIES TOTAL	\$1,344	\$3,000	\$3,000	\$3,000
Operating Exp				
(52110) Printing	\$3,390	\$4,500	\$4,500	\$4,500
(52160) Advertising	\$0	\$0	\$0	\$1,600
(52255) Banking Charges	\$7,240	\$19,000	\$19,000	\$8,000
(52310) Equipment Maintenance	\$0	\$750	\$750	\$750
(52400) Membership & Dues	\$2,605	\$2,975	\$2,975	\$2,825
(52405) Publications	\$189	\$250	\$250	\$250

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(52410) Meetings	\$145	\$250	\$250	\$250
(52415) Conferences	\$2,214	\$6,000	\$6,000	\$8,000
(52420) Mileage Reimbursement	\$0	\$500	\$500	\$500
(52500) Education & Training	\$1,742	\$4,350	\$4,350	\$4,550
OPERATING EXP TOTAL	\$17,525	\$38,575	\$38,575	\$31,225
Professional Svcs				
(54010) PS - Accounting & Auditing	\$47,497	\$77,300	\$77,300	\$74,350
(54900) PS - Other Prof Svcs	\$80,834	\$49,000	\$49,000	\$10,000
PROFESSIONAL SVCS TOTAL	\$128,331	\$126,300	\$126,300	\$84,350
TOTAL	\$835,134	\$906,278	\$906,281	\$899,244

1.c

POSITION FUNDING ALLOCATION DETAIL

100210 - Finance

Position Name	2025
Allocated FTE Count	
Finance Supervisor	0.935
Accounting Technician	0.28
Senior Accounting Technician	1.225
Accountant	0.9
Finance Director	0.925
ALLOCATED FTE COUNT	4.265

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

220 - HUMAN RESOURCES & RISK MANAGEMENT

OVERVIEW

The Human Resources and Risk Management Division provides for the management of personnel services and risk management. Primary functions include the development, modification and management of all employee recruitment, classifications, compensation, education/training, employee relations, employee safety, worker's compensation and general liability claims. The Human Resources and Risk Management staff also act in an advisory capacity to the City Executive team on administrative matters that impact the workforce.



HUMAN RESOURCES ORGANIZATIONAL CHART



BUDGET DETAIL

100220 - Human Resources & Risk Management

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$227,947	\$238,786	\$238,786	\$248,040
(50040) Classic Member Retirement	\$39,539	\$45,132	\$45,132	\$46,801
(50042) Classic Member Ual Pmts	\$23,763	\$27,439	\$27,440	\$31,664
(50050) City Paid Benefits	\$4,697	\$2,359	\$2,360	\$4,700
(50052) Worker's Compensation	\$2,098	\$2,675	\$2,675	\$2,087
(50054) Short/Long Term Disability	\$1,110	\$2,386	\$2,387	\$2,479
(50056) Medicare Expense	\$4,722	\$4,910	\$4,910	\$5,044
(50060) Benefit Allotment	\$35,095	\$39,240	\$39,240	\$41,640
(50062) Benefits Administration	\$2,320	\$3,000	\$11,000	\$3,000
(50072) Auto Allowance	\$1,456	\$1,440	\$1,440	\$1,440
(50074) Technology Allowance	\$1,214	\$1,200	\$1,200	\$1,200
(50075) Performance Pay Incentive	\$90,000	\$90,000	\$90,000	\$90,000
PERSONNEL SERVICES TOTAL	\$433,961	\$458,566	\$466,570	\$478,095
Supplies				
(51200) Operating Supplies	\$2,420	\$2,000	\$2,000	\$2,000
(51300) Small Tools & Equipment	\$2,772	\$8,000	\$6,500	\$8,000
(51400) Promotional Supplies	\$1,739	\$2,000	\$2,000	\$2,000
SUPPLIES TOTAL	\$6,932	\$12,000	\$10,500	\$12,000
Operating Exp				
(52110) Printing	\$0	\$500	\$250	\$500
(52160) Advertising	\$2,866	\$5,000	\$5,000	\$5,000
(52400) Membership & Dues	\$4,020	\$4,200	\$4,450	\$4,475
(52405) Publications	\$0	\$500	\$500	\$500
(52410) Meetings	\$2,241	\$3,500	\$2,500	\$3,500
(52415) Conferences	\$0	\$1,000	\$500	\$2,000
(52420) Mileage Reimbursement	\$0	\$100	\$100	\$100
(52500) Education & Training	\$3,820	\$5,000	\$5,000	\$10,000
(52505) Employee Tuition Reimbursement	\$269	\$3,000	\$3,000	\$3,000
(52510) Employment Physicals	\$15,820	\$12,000	\$15,000	\$15,500
(52515) Miscellaneous Employee Benefit	\$1,452	\$2,000	\$2,000	\$2,500
(52520) Employee Recognition Program	\$3,386	\$4,000	\$4,000	\$4,000
OPERATING EXP TOTAL	\$33,874	\$40,800	\$42,300	\$51,075
Professional Svcs				
(54900) PS - Other Prof Svcs	\$13,351	\$17,500	\$17,500	\$17,500
PROFESSIONAL SVCS TOTAL	\$13,351	\$17,500	\$17,500	\$17,500
TOTAL	\$488,118	\$528,866	\$536,870	\$558,670

POSITION FUNDING ALLOCATION DETAIL

100220 - Human Resources & Risk Management

Position Name	2025
Allocated FTE Count	
Human Resources Technician	1
Human Resources & Risk Manager	1
ALLOCATED FTE COUNT	2

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

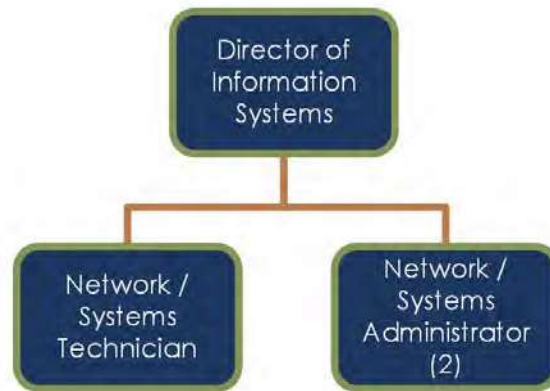
230 - INFORMATION SYSTEMS

DEPARTMENT OVERVIEW

The Information Systems Division is responsible for the management and enhancement of the City's information technology including the evaluation, procurement, implementation, and maintenance of computer/network systems and software; including ongoing technical and software support/training to all the departments of the City. The service areas consist of: telephone & mobile systems, network services, application services, desktop services, digital access controls/cameras, and e-government.



INFORMATION SYSTEMS ORGANIZATIONAL CHART



BUDGET DETAIL

100230 - Information Systems

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$493,595	\$527,417	\$527,417	\$552,895
(50020) Over Time Wages	\$155	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$70,857	\$81,797	\$81,798	\$85,914
(50042) Classic Member Ual Pmts	\$43,096	\$49,775	\$49,776	\$58,178
(50044) Pepra Member Retirement	\$5,324	\$5,853	\$5,853	\$6,224
(50046) Pepra Member Ual Pmts	\$201	\$0	\$0	\$310
(50050) City Paid Benefits	\$7,364	\$3,934	\$3,935	\$3,977
(50052) Worker's Compensation	\$8,302	\$10,586	\$10,587	\$8,191
(50054) Short/Long Term Disability	\$2,173	\$5,079	\$5,079	\$5,334
(50056) Medicare Expense	\$7,140	\$7,689	\$7,690	\$8,059
(50060) Benefit Allotment	\$68,682	\$73,917	\$73,917	\$78,417
(50072) Auto Allowance	\$2,987	\$2,850	\$2,850	\$2,850
(50074) Technology Allowance	\$3,589	\$3,390	\$3,390	\$3,390
PERSONNEL SERVICES TOTAL	\$713,466	\$773,788	\$773,792	\$815,239
Supplies				
(51200) Operating Supplies	\$19,488	\$32,500	\$32,500	\$27,500
(51300) Small Tools & Equipment	\$1,879	\$1,000	\$1,000	\$1,500
SUPPLIES TOTAL	\$21,367	\$33,500	\$33,500	\$29,000
Operating Exp				
(52100) Photocopying	\$6,470	\$7,500	\$7,500	\$7,500
(52200) Telephone	\$84,563	\$86,400	\$86,400	\$86,400
(52310) Equipment Maintenance	\$0	\$3,300	\$3,300	\$3,300
(52314) Computer Maintenance	\$489,787	\$522,200	\$522,200	\$565,900
(52400) Membership & Dues	\$1,989	\$2,200	\$2,200	\$2,200
(52410) Meetings	\$0	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$0	\$4,750	\$4,750	\$5,250
(52420) Mileage Reimbursement	\$430	\$250	\$250	\$250
(52500) Education & Training	\$1,302	\$1,500	\$1,500	\$12,500
OPERATING EXP TOTAL	\$584,542	\$629,100	\$629,100	\$684,300
Professional Svcs				
(54030) PS - Data Processing Services	\$38,119	\$44,500	\$44,500	\$44,500
(54900) PS - Other Prof Svcs	\$30,422	\$57,500	\$57,500	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
PROFESSIONAL SVCS TOTAL	\$68,541	\$102,000	\$102,000	\$102,000
Contract Services				
(55000) Cs - Contract Services	\$16,996	\$19,000	\$19,000	\$19,200
CONTRACT SERVICES TOTAL	\$16,996	\$19,000	\$19,000	\$19,200
Capital Outlay Exp	\$0	\$50,000	\$50,000	\$5,000
TOTAL	\$1,404,910	\$1,607,388	\$1,607,392	\$1,654,739

1.c

POSITION FUNDING ALLOCATION DETAIL

100230 - Information Systems

Position Name	2025
Allocated FTE Count	
Information Systems Director	0.95
Network/Systems Administrator	1.875
Network/Systems Technician	0.925
ALLOCATED FTE COUNT	3.75

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

240 - COMMUNITY RELATIONS

OVERVIEW

The Community Relations Division provides an ongoing program of public information, which is designed to inform and educate community residents and business owners about the City's activities, programs, and policies. A variety of methods and materials are utilized to disseminate information including the City's monthly Community Newsletter, which provides current news and information; the City's web site; the local government access cable channel; local advertising; media releases and advisories; special publications; and community events.

The Community Relations Division is also responsible for the general marketing and promotion of the City at the local, regional and national levels, and provides assistance in support of economic development activities. The Division is also engaged in the facilitation of programs that recognize the efforts of individuals and organizations that contribute to the enhancement and general well being of the community.



Community Relations Organizational Chart



BUDGET DETAIL

100240 - Community Relations

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$259,782	\$377,078	\$377,079	\$407,355
(50020) Over Time Wages	\$2,265	\$6,000	\$6,000	\$6,000
(50040) Classic Member Retirement	\$41,836	\$55,919	\$55,920	\$43,283
(50042) Classic Member Ual Pmts	\$29,001	\$33,997	\$33,997	\$29,299
(50044) Pepra Member Retirement	\$0	\$5,850	\$5,851	\$13,696
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$684
(50050) City Paid Benefits	\$2,478	\$3,524	\$3,525	\$3,805
(50052) Worker's Compensation	\$6,837	\$9,680	\$9,681	\$7,480
(50054) Short/Long Term Disability	\$1,213	\$3,710	\$3,710	\$4,014
(50056) Medicare Expense	\$4,143	\$5,499	\$5,500	\$5,940
(50060) Benefit Allotment	\$38,086	\$62,298	\$62,298	\$68,688
(50072) Auto Allowance	\$1,301	\$1,296	\$1,296	\$1,296
(50074) Technology Allowance	\$1,084	\$1,080	\$1,080	\$1,500
PERSONNEL SERVICES TOTAL	\$388,025	\$565,932	\$565,937	\$593,040
Supplies				
(51200) Operating Supplies	\$7,463	\$7,500	\$7,500	\$8,500
(51300) Small Tools & Equipment	\$2,120	\$1,750	\$1,750	\$1,750
(51400) Promotional Supplies	\$31,066	\$35,450	\$35,450	\$32,950
SUPPLIES TOTAL	\$40,649	\$44,700	\$44,700	\$43,200
Operating Exp				
(52110) Printing	\$77,516	\$127,000	\$127,000	\$132,000
(52130) Photography	\$9,420	\$11,000	\$11,000	\$13,500
(52160) Advertising	\$7,763	\$15,000	\$15,000	\$15,000
(52170) Postage	\$61,500	\$69,750	\$69,750	\$75,000
(52302) Rental/Lease - Real Property	\$0	\$0	\$0	\$11,000
(52400) Membership & Dues	\$1,573	\$1,895	\$1,895	\$2,651
(52405) Publications	\$0	\$500	\$500	\$500
(52410) Meetings	\$16	\$150	\$150	\$250
(52415) Conferences	\$399	\$7,600	\$7,600	\$10,900
(52420) Mileage Reimbursement	\$0	\$100	\$100	\$150
(52500) Education & Training	\$229	\$1,500	\$1,500	\$1,500
OPERATING EXP TOTAL	\$158,416	\$234,495	\$234,495	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget	1.c
Professional Svcs					
(54900) PS - Other Prof Svcs	\$79,082	\$133,150	\$162,450	\$137,150	
PROFESSIONAL SVCS TOTAL	\$79,082	\$133,150	\$162,450	\$137,150	
Contract Services					
(55000) Cs - Contract Services	\$20,647	\$30,400	\$30,400	\$23,500	
CONTRACT SERVICES TOTAL	\$20,647	\$30,400	\$30,400	\$23,500	
TOTAL	\$686,820	\$1,008,677	\$1,037,982	\$1,059,341	

POSITION FUNDING ALLOCATION DETAIL

100240 - Community Relations

Position Name	2025
Allocated FTE Count	
Senior Community Relations Coordinator	0.7
Media Specialist	0.85
Community Relations Manager	0.9
Community Relations Coordinator	0.85
ALLOCATED FTE COUNT	3.3

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

620 - CIVIC CENTER

OVERVIEW

The Civic Center Division has been established to account for expenditures related to the operation of the City Hall building. This includes the budget for the utilities, maintenance and salaries related to both City Hall and the County Library.



BUDGET DETAIL

100620 - Civic Center

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$95,678	\$111,563	\$111,563	\$117,075
(50020) Over Time Wages	\$213	\$2,500	\$2,500	\$2,500
(50040) Classic Member Retirement	\$11,375	\$14,409	\$14,410	\$14,943
(50042) Classic Member Ual Pmts	\$8,411	\$8,763	\$8,763	\$10,112
(50044) Pepra Member Retirement	\$2,258	\$2,584	\$2,585	\$2,849
(50046) Pepra Member Ual Pmts	\$73	\$0	\$0	\$142
(50050) City Paid Benefits	\$1,319	\$1,176	\$1,177	\$1,186
(50052) Worker's Compensation	\$3,209	\$4,001	\$4,002	\$3,162
(50054) Short/Long Term Disability	\$467	\$1,093	\$1,093	\$1,149
(50056) Medicare Expense	\$1,502	\$1,635	\$1,635	\$1,715
(50060) Benefit Allotment	\$18,119	\$20,646	\$20,646	\$21,906
(50072) Auto Allowance	\$224	\$222	\$222	\$222
(50074) Technology Allowance	\$121	\$120	\$120	\$120
PERSONNEL SERVICES TOTAL	\$142,967	\$168,712	\$168,716	\$177,081
Supplies				
(51200) Operating Supplies	\$37,464	\$46,000	\$46,000	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(51300) Small Tools & Equipment	\$1,224	\$1,500	\$3,000	\$2,000
SUPPLIES TOTAL	\$38,688	\$47,500	\$49,000	\$53,000
Operating Exp				
(52210) Electric Utility Expenditure	\$179,799	\$150,000	\$193,000	\$200,000
(52215) Gas Utility Expenditure	\$11,303	\$10,000	\$10,000	\$10,000
(52220) Water Utility Expenditure	\$9,958	\$8,500	\$10,000	\$10,000
(52300) Rental/Lease - Equipmnt	\$2,000	\$2,000	\$2,000	\$2,000
(52320) Maint Of Grounds/Buildings	\$231,051	\$277,600	\$277,600	\$309,600
(52400) Membership & Dues	\$30,938	\$45,000	\$45,000	\$45,000
OPERATING EXP TOTAL	\$465,049	\$493,100	\$537,600	\$576,600
Professional Svcs	\$0	\$0	\$0	\$150,000
Capital Outlay Exp				
(56120) Furniture & Fixtures Exp	\$6,138	\$52,000	\$52,000	\$17,000
CAPITAL OUTLAY EXP TOTAL	\$6,138	\$52,000	\$52,000	\$17,000
TOTAL	\$652,844	\$761,312	\$807,316	\$973,681

1.c

POSITION FUNDING ALLOCATION DETAIL

100620 - Civic Center

Position Name	2025
Allocated FTE Count	
Public Works Director/City Engineer	0.05
Senior Maintenance Worker	0.4
Facilities Maintenance Supervisor	0.5
Parks & Maintenance Superintendent	0.05
Public Works Manager/Assistant City Engineer	0.05
ALLOCATED FTE COUNT	1.05

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

PUBLIC SAFETY

DIVISION OVERVIEW

The City Manager's Office is responsible for the overall coordination of the City's Public Safety division, with support from the Public Works Department. Public Safety subdivisions are comprised of Law Enforcement (includes Los Angeles County Sheriff's Dept, Crossing Guard, and Parking Citations Administration), Emergency Preparedness, Animal Control, Fire Protection, and Volunteer Programs.

Below is the combined budget for Public Safety. Budgeted expenditure detail for each of the subdivisions are shown on the following pages.



PUBLIC SAFETY DIVISION BUDGET

Public Safety

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$20,668	\$24,000	\$24,000	\$26,500
(51300) Small Tools & Equipment	\$180	\$1,000	\$1,000	\$2,000
SUPPLIES TOTAL	\$20,848	\$25,000	\$25,000	\$28,500
Operating Exp				
(52200) Telephone	\$10,579	\$9,500	\$9,500	\$10,500
(52210) Electric Utility Expenditure	\$0	\$500	\$500	\$500
(52300) Rental/Lease - Equipmnt	\$945	\$1,000	\$1,000	\$1,000
(52302) Rental/Lease - Real Property	\$400	\$400	\$400	\$400
(52310) Equipment Maintenance	\$5,042	\$6,500	\$6,500	\$6,500
(52400) Membership & Dues	\$3,200	\$3,200	\$3,200	\$3,700
(52410) Meetings	\$1,108	\$3,000	\$3,000	\$3,000
(52500) Education & Training	\$278	\$2,000	\$2,000	\$2,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$4,144	\$22,500	\$22,500	\$22,500
OPERATING EXP TOTAL	\$25,696	\$51,100	\$51,100	\$52,600
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$5,000	\$5,000	\$170,000
PROFESSIONAL SVCS TOTAL	\$0	\$5,000	\$5,000	\$170,000
Contract Services				
(55400) Cs - Sheriff's Department	\$7,274,066	\$7,900,097	\$7,900,097	\$8,203,845
(55402) Cs-Sheriff - Special Events	\$171,413	\$208,020	\$208,020	\$213,920
(55404) Cs - Animal Control	\$373,879	\$432,500	\$457,500	\$440,000
(55406) Cs - Fire Department	\$7,359	\$7,500	\$7,500	\$8,000
(55408) Cs - Parking Citation Admin	\$22,270	\$32,500	\$32,500	\$32,500
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
(55412) Cs - Crossing Guard Services	\$249,294	\$280,000	\$280,000	\$280,000
CONTRACT SERVICES TOTAL	\$8,098,281	\$8,868,117	\$8,893,117	\$9,185,765
TOTAL	\$8,144,826	\$8,949,217	\$8,974,217	\$9,436,865

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

310 - LAW ENFORCEMENT

OVERVIEW

The City of Diamond Bar contracts with the Los Angeles County Sheriff's Department for law enforcement services.

General law enforcement provides an assortment of deputies to provide law enforcement services including crime prevention and traffic enforcement, specialized suppression patrols and undercover operations, neighborhood watch and community relations, and the general enforcement of laws. Additionally, the law enforcement budget includes funds for additional as-needed special operations, as-needed aero bureau patrols, the City's fingerprint program, and funding for the City's Report for Reward program.

This division also includes contract services for crossing guards and the administration of the City's parking citations. With the passage of AB408, Cities are now required to issue and collect their own parking citations. The City is currently under contract with DataTicket, Inc. for the administration of parking citations.



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT CONTRACT

TYPE OF SERVICE Quantity.

General Law Units:

One-Man 56 Hour 10

One-Man 40 Hour 1

One-Man 40 Hour Non-Relief (Special Problems) 5

Community Service Assistant w/vehicle 1

Special Investigations As Requested

Helicopter Patrol 4 hours per month

Fingerprint Program As Required

BUDGET DETAIL

100310 - Law Enforcement

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$1,897	\$3,000	\$3,000	\$3,500
(51300) Small Tools & Equipment	\$180	\$1,000	\$1,000	\$2,000
SUPPLIES TOTAL	\$2,077	\$4,000	\$4,000	\$5,500
Operating Exp				
(52310) Equipment Maintenance	\$42	\$1,000	\$1,000	\$1,000
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$4,144	\$15,000	\$15,000	\$15,000
OPERATING EXP TOTAL	\$4,186	\$18,500	\$18,500	\$18,500
Professional Svcs	\$0	\$0	\$0	\$165,000
Contract Services				
(55400) Cs - Sheriff's Department	\$7,274,066	\$7,900,097	\$7,900,097	\$8,203,845
(55402) Cs-Sheriff - Special Events	\$171,413	\$208,020	\$208,020	\$213,920
(55408) Cs - Parking Citation Admin	\$22,270	\$32,500	\$32,500	\$32,500
(55412) Cs - Crossing Guard Services	\$249,294	\$280,000	\$280,000	\$280,000
CONTRACT SERVICES TOTAL	\$7,717,043	\$8,420,617	\$8,420,617	\$8,730,265
TOTAL	\$7,723,306	\$8,443,117	\$8,443,117	\$8,919,265

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

320 - VOLUNTEER PROGRAM

OVERVIEW

The Community Volunteer Patrol Program was established in FY 94/95. This program is coordinated by the Los Angeles County Sheriff's Department and provides general support to law enforcement personnel. Diamond Bar Community Volunteer Patrol members routinely patrol the community and are responsible for reporting any suspicious activity and/or problems to the Sheriff's Department. In addition to their patrol activities, other assignments performed by the Community Volunteer Patrol include vacation and business security checks, park and special event security, graffiti watch, community relations, and other non-hazardous duties.



BUDGET DETAIL

100320 - Volunteer Patrol

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$0	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$0	\$1,000	\$1,000	\$1,000
Operating Exp				
(52410) Meetings	\$1,108	\$3,000	\$3,000	\$3,000
OPERATING EXP TOTAL	\$1,108	\$3,000	\$3,000	\$3,000
TOTAL	\$1,108	\$4,000	\$4,000	\$4,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

330 - FIRE PROTECTION

OVERVIEW

The City is a part of the Consolidated Fire Protection District. The district provides fire and emergency medical services. Upon incorporation, the City became responsible for fire protection within the City boundaries, therefore the City assumed wildland fire protection. This has required additional resources to be used by the Consolidated Fire Protection District. It is a responsibility of the City to pay annually for these added costs.



BUDGET DETAIL

100330 - Fire Protection

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Contract Services				
(55406) Cs - Fire Department	\$7,359	\$7,500	\$7,500	\$8,000
CONTRACT SERVICES TOTAL	\$7,359	\$7,500	\$7,500	\$8,000
TOTAL	\$7,359	\$7,500	\$7,500	\$8,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

340 - ANIMAL CONTROL

OVERVIEW

Animal Control provides for the care, protection, and control of animals that stray from their homes or are abused by their owners. This service, currently under contract with the Inland Valley Humane Society, includes enforcement of leash laws and the provision of a shelter for homeless animals.

In addition to the services rendered by the Humane Society, the City has been called upon to assist in the control of coyotes within the City. Additional funding has been included to fund these activities.



BUDGET DETAIL

Animal Control

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Operating Exp				
(53510) Public Safety Outreach	\$0	\$7,500	\$7,500	\$7,500
OPERATING EXP TOTAL	\$0	\$7,500	\$7,500	\$7,500
Contract Services				
(55404) Cs - Animal Control	\$373,879	\$432,500	\$457,500	\$440,000
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
CONTRACT SERVICES TOTAL	\$373,879	\$440,000	\$465,000	\$447,500
TOTAL	\$373,879	\$447,500	\$472,500	\$455,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

350 - EMERGENCY PREPAREDNESS

OVERVIEW

The preservation of life and property is an inherent responsibility of local, state and federal governments. The City of Diamond Bar has prepared several planning and response documents, which serve as the basis for the City's emergency organization and emergency operations.

The primary objective is to enhance the overall capability of government to respond to emergencies. This is accomplished by incorporating the policies, principles, concepts and procedures contained within the City's emergency plans into an efficient organization capable of responding adequately in the face of any disaster.



BUDGET DETAIL

100350 - Emergency Preparedness

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$18,771	\$20,000	\$20,000	\$22,000
SUPPLIES TOTAL	\$18,771	\$20,000	\$20,000	\$22,000
Operating Exp				
(52200) Telephone	\$10,579	\$9,500	\$9,500	\$10,500
(52210) Electric Utility Expenditure	\$0	\$500	\$500	\$500
(52300) Rental/Lease - Equipmnt	\$945	\$1,000	\$1,000	\$1,000
(52302) Rental/Lease - Real Property	\$400	\$400	\$400	\$400
(52310) Equipment Maintenance	\$5,000	\$5,500	\$5,500	\$5,500
(52400) Membership & Dues	\$3,200	\$3,200	\$3,200	\$3,700
(52500) Education & Training	\$278	\$2,000	\$2,000	\$2,000
OPERATING EXP TOTAL	\$20,402	\$22,100	\$22,100	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$5,000	\$5,000	\$5,000
PROFESSIONAL SVCS TOTAL	\$0	\$5,000	\$5,000	\$5,000
TOTAL	\$39,174	\$47,100	\$47,100	\$50,600

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

COMMUNITY DEVELOPMENT

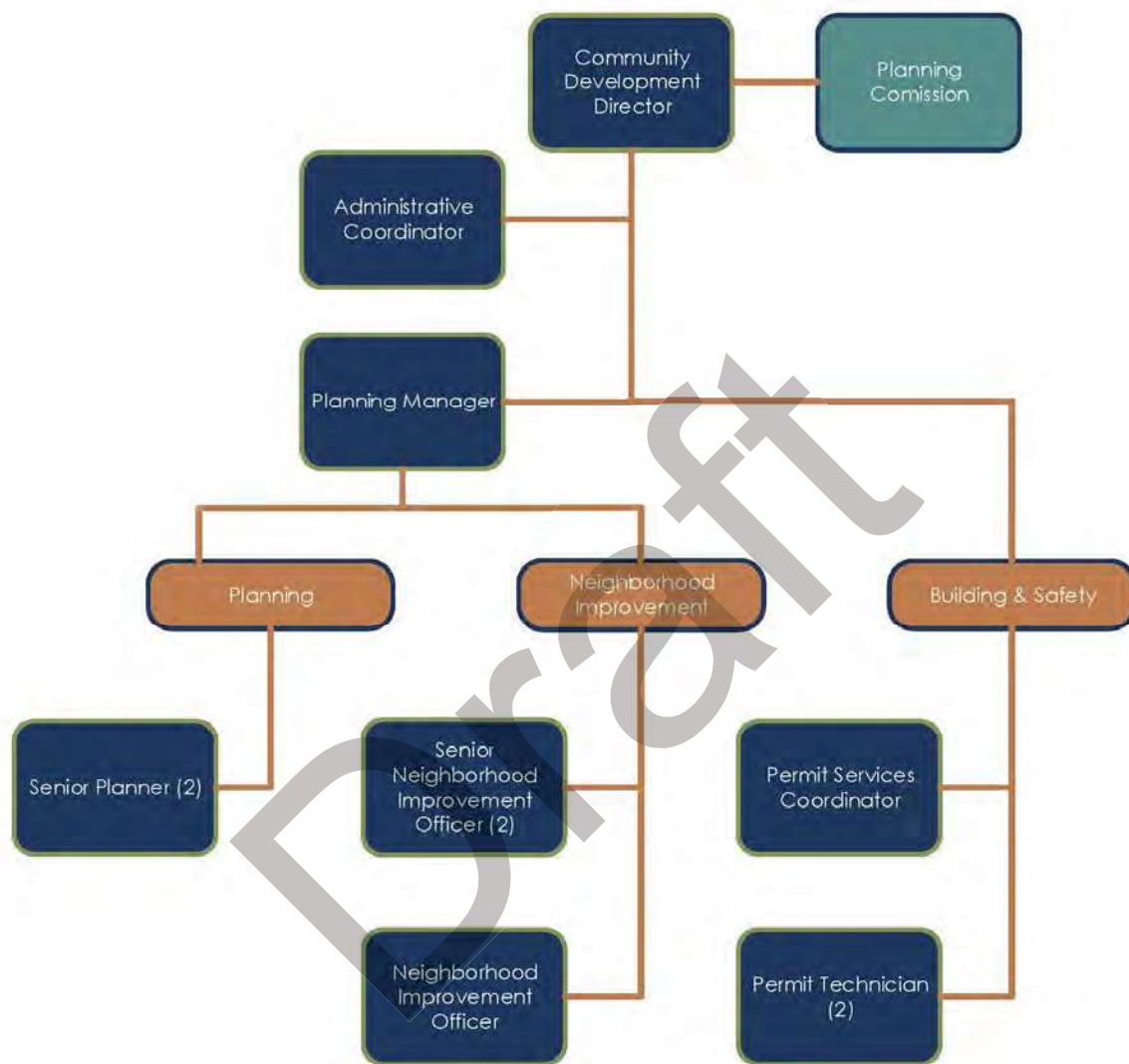
DEPARTMENT OVERVIEW

The Community Development Department is comprised of three Divisions: Planning, Building and Safety, Neighborhood Improvement. The Department implements regulations and policies intended to foster the orderly growth and well-being of the community. With a strong emphasis on upholding construction standards and preserving the quality of life for residents and businesses, the department is dedicated to shaping Diamond Bar's future as set forth in the General Plan. In addition to planning, permit services and code enforcement functions, the Department also oversees business licensing and manages the Community Development Block Grant (CDBG) program.

Below is the combined budget for the department. Budgeted expenditure details for each division is shown in the following pages.



COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



COMMUNITY DEVELOPMENT DEPARTMENT BUDGET

Community Development Department Summary

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services	\$1,401,613	\$1,686,189	\$1,686,202	\$1,788,916
Supplies	\$3,324	\$3,200	\$3,720	\$4,400
Operating Exp	\$17,604	\$37,750	\$39,360	\$79,430
Professional Svcs	\$675	\$2,000	\$7,000	\$5,000
Contract Services	\$750,759	\$798,500	\$796,000	\$809,890
TOTAL	\$2,173,975	\$2,527,639	\$2,532,282	\$2,687,636

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

410 - PLANNING

DIVISION OVERVIEW

The Planning Division is responsible for the functions related to current and long-term (“advance”) planning, and administers the Community Development Block Grant Program.

The Planning Division prepares and updates the City’s General Plan to guide Diamond Bar’s long-term growth and preservation of the community’s quality of life. The Division administers and updates the zoning and subdivision ordinances, which are the primary tools used to implement the General Plans land use and development goals, objectives and policies. The planners provide information and assistance to the public by explaining the City’s zoning regulations, and reviewing all land use, development and business license applications, and performing inspections to ensure compliance with regulations and conditions of approval. For projects requiring Planning Commission and City Council review, the Planning Division serves as those bodies’ technical staff, and provides recommendations based on analysis of environmental, land use compatibility and design factors.

The Planning Division also supports the economic development efforts of the City. It updates and maintains records for the general public and coordinates projects and programs with other governmental agencies.



BUDGET DETAIL

100410 - Planning

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$516,579	\$563,173	\$563,174	\$597,797
(50020) Over Time Wages	\$1,927	\$5,000	\$5,000	\$5,000
(50040) Classic Member Retirement	\$70,291	\$83,157	\$83,158	\$88,725
(50042) Classic Member Ual Pmts	\$42,553	\$50,574	\$50,574	\$60,052
(50044) Pepra Member Retirement	\$7,296	\$8,667	\$8,668	\$9,220
(50046) Pepra Member Ual Pmts	\$270	\$0	\$0	\$461
(50050) City Paid Benefits	\$6,544	\$4,972	\$4,973	\$5,179
(50052) Worker's Compensation	\$10,151	\$13,569	\$13,569	\$10,571
(50054) Short/Long Term Disability	\$2,449	\$5,514	\$5,514	\$5,861
(50056) Medicare Expense	\$7,882	\$8,220	\$8,221	\$8,723
(50060) Benefit Allotment	\$80,467	\$86,076	\$86,076	\$91,356
(50072) Auto Allowance	\$1,506	\$1,500	\$1,500	\$2,940
(50074) Technology Allowance	\$602	\$600	\$600	\$1,800
PERSONNEL SERVICES TOTAL	\$748,516	\$831,023	\$831,027	\$887,685
Supplies				
(51200) Operating Supplies	\$1,934	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$1,934	\$1,200	\$1,200	\$1,200
Operating Exp				
(52160) Advertising	\$2,876	\$4,000	\$4,000	\$4,000
(52170) Postage	\$248	\$400	\$400	\$400
(52400) Membership & Dues	\$2,349	\$3,800	\$3,800	\$4,300
(52405) Publications	\$14	\$0	\$0	\$0
(52410) Meetings	\$188	\$200	\$200	\$200
(52415) Conferences	\$2,725	\$10,400	\$6,900	\$10,800
(52420) Mileage Reimbursement	\$0	\$300	\$300	\$300
(52500) Education & Training	\$0	\$600	\$600	\$600
(52525) Commissioner Compensation	\$4,355	\$4,000	\$4,000	\$5,000
OPERATING EXP TOTAL	\$12,756	\$23,700	\$20,200	\$25,600
Professional Svcs				
(54200) PS - Environmental Services	\$0	\$0	\$5,000	\$5,000
(54900) PS - Other Prof Svcs	\$675	\$2,000	\$2,000	\$0
PROFESSIONAL SVCS TOTAL	\$675	\$2,000	\$7,000	\$5,000
TOTAL	\$763,880	\$857,923	\$859,427	\$919,485

POSITION FUNDING ALLOCATION DETAIL

100410 - Planning

Position Name	2025
Allocated FTE Count	
Community Development Director	0.5
Associate Planner	1
Senior Planner	1
Planning Manager	1
Administrative Coordinator	0.9
ALLOCATED FTE COUNT	4.4

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

420 - BUILDING & SAFETY

DIVISION OVERVIEW

The Building and Safety Division is responsible for the protection of public health and safety through the enforcement of Building Codes and other related codes. This Division provides for Building and Safety plan check, permit issuance, and inspection services. Much of the plan check and inspections are provided through contract services.



BUDGET DETAIL

100420 - Building & Safety

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$159,849	\$268,460	\$268,460	\$283,833
(50020) Over Time Wages	\$5,858	\$250	\$250	\$250
(50040) Classic Member Retirement	\$20,189	\$23,223	\$23,224	\$24,168
(50042) Classic Member Ual Pmts	\$17,748	\$14,058	\$14,059	\$16,223
(50044) Pepra Member Retirement	\$3,780	\$11,143	\$11,144	\$12,348
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$615
(50050) City Paid Benefits	\$4,726	\$3,505	\$3,505	\$3,534
(50052) Worker's Compensation	\$1,948	\$3,469	\$3,469	\$2,731
(50054) Short/Long Term Disability	\$926	\$2,661	\$2,662	\$2,815
(50056) Medicare Expense	\$2,612	\$3,924	\$3,924	\$4,147
(50060) Benefit Allotment	\$40,288	\$61,290	\$61,290	\$65,070
(50072) Auto Allowance	\$452	\$450	\$450	\$450
(50074) Technology Allowance	\$181	\$180	\$180	\$180
PERSONNEL SERVICES TOTAL	\$258,556	\$392,613	\$392,617	\$416,364
Supplies				
(51200) Operating Supplies	\$812	\$1,000	\$1,520	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
SUPPLIES TOTAL	\$812	\$1,000	\$1,520	\$1,200
Operating Exp				
(52110) Printing	\$983	\$0	\$500	\$0
(52255) Banking Charges	\$1,213	\$2,100	\$2,100	\$37,200
(52302) Rental/Lease - Real Property	\$0	\$4,700	\$9,310	\$10,080
(52500) Education & Training	\$0	\$600	\$600	\$900
OPERATING EXP TOTAL	\$2,196	\$7,400	\$12,510	\$48,180
Contract Services				
(55100) Cs - Building & Safety	\$703,303	\$747,100	\$744,600	\$747,490
CONTRACT SERVICES TOTAL	\$703,303	\$747,100	\$744,600	\$747,490
TOTAL	\$964,867	\$1,148,113	\$1,151,247	\$1,213,234

1.c

POSITION FUNDING ALLOCATION DETAIL

100420 - Building & Safety

Position Name	2023
Allocated FTE Count	
Community Development Director	0.15
Permit Technician	1
Permit Services Coordinator	1
ALLOCATED FTE COUNT	2.15

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

430 - NEIGHBORHOOD IMPROVEMENT

DIVISION OVERVIEW

The City's Neighborhood Improvement Officers work proactively to investigate Municipal Code violations and in response to complaints filed by concerned residents, business operators or property owners. The Diamond Bar Municipal Code is based on high standards set by the residents and business owners to ensure an attractive and well-maintained community. It is the responsibility of the Neighborhood Improvement Officers to make sure the community conforms to the standards set by the code.



BUDGET DETAIL

100430 - Neighborhood Improvement

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$275,199	\$327,235	\$327,236	\$342,145
(50020) Over Time Wages	\$1,102	\$5,000	\$5,000	\$5,000
(50040) Classic Member Retirement	\$13,554	\$15,526	\$15,526	\$16,529
(50042) Classic Member Ual Pmts	\$14,405	\$9,442	\$9,442	\$11,186
(50044) Pepra Member Retirement	\$14,747	\$18,999	\$19,000	\$20,207
(50046) Pepra Member Ual Pmts	\$442	\$0	\$0	\$1,008
(50050) City Paid Benefits	\$4,314	\$3,751	\$3,752	\$3,783
(50052) Worker's Compensation	\$6,165	\$8,295	\$8,296	\$6,318
(50054) Short/Long Term Disability	\$1,361	\$3,262	\$3,262	\$3,411
(50056) Medicare Expense	\$4,756	\$4,779	\$4,780	\$4,996
(50060) Benefit Allotment	\$57,443	\$65,214	\$65,214	\$69,234
(50072) Auto Allowance	\$753	\$750	\$750	\$750
(50074) Technology Allowance	\$301	\$300	\$300	\$300
PERSONNEL SERVICES TOTAL	\$394,542	\$462,554	\$462,558	\$484,867

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget	1.c
Supplies					
(51200) Operating Supplies	\$577	\$1,000	\$1,000	\$1,000	
(51300) Small Tools & Equipment	\$0	\$0	\$0	\$1,000	
SUPPLIES TOTAL	\$577	\$1,000	\$1,000	\$2,000	
Operating Exp					
(52110) Printing	\$999	\$1,600	\$1,600	\$1,600	
(52400) Membership & Dues	\$445	\$800	\$800	\$800	
(52410) Meetings	\$18	\$100	\$100	\$150	
(52415) Conferences	\$850	\$3,600	\$3,600	\$2,400	
(52420) Mileage Reimbursement	\$0	\$50	\$50	\$100	
(52500) Education & Training	\$341	\$500	\$500	\$600	
OPERATING EXP TOTAL	\$2,652	\$6,650	\$6,650	\$5,650	
Contract Services					
(55130) CS-Short Term Rental Monitoring	\$0	\$0	\$0	\$5,500	
(55110) Cs-Code Enforcement	\$8,781	\$9,500	\$9,500	\$10,000	
(55120) Cs-Property Abatement	\$0	\$5,000	\$5,000	\$10,000	
(55540) Cs - Graffiti Removal	\$38,675	\$36,900	\$36,900	\$36,900	
CONTRACT SERVICES TOTAL	\$47,456	\$51,400	\$51,400	\$62,400	
TOTAL	\$445,227	\$521,604	\$521,608	\$554,917	

POSITION FUNDING ALLOCATION DETAIL

100430 - Neighborhood Improvement

Position Name	2025
Allocated FTE Count	
Neighborhood Improvement Officer	0.9
Senior Neighborhood Improvement Officer	1.8
Community Development Director	0.25
Administrative Coordinator	0.1
Administrative Assistant	0.3
ALLOCATED FTE COUNT	3.35

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

PARKS & RECREATION

OVERVIEW

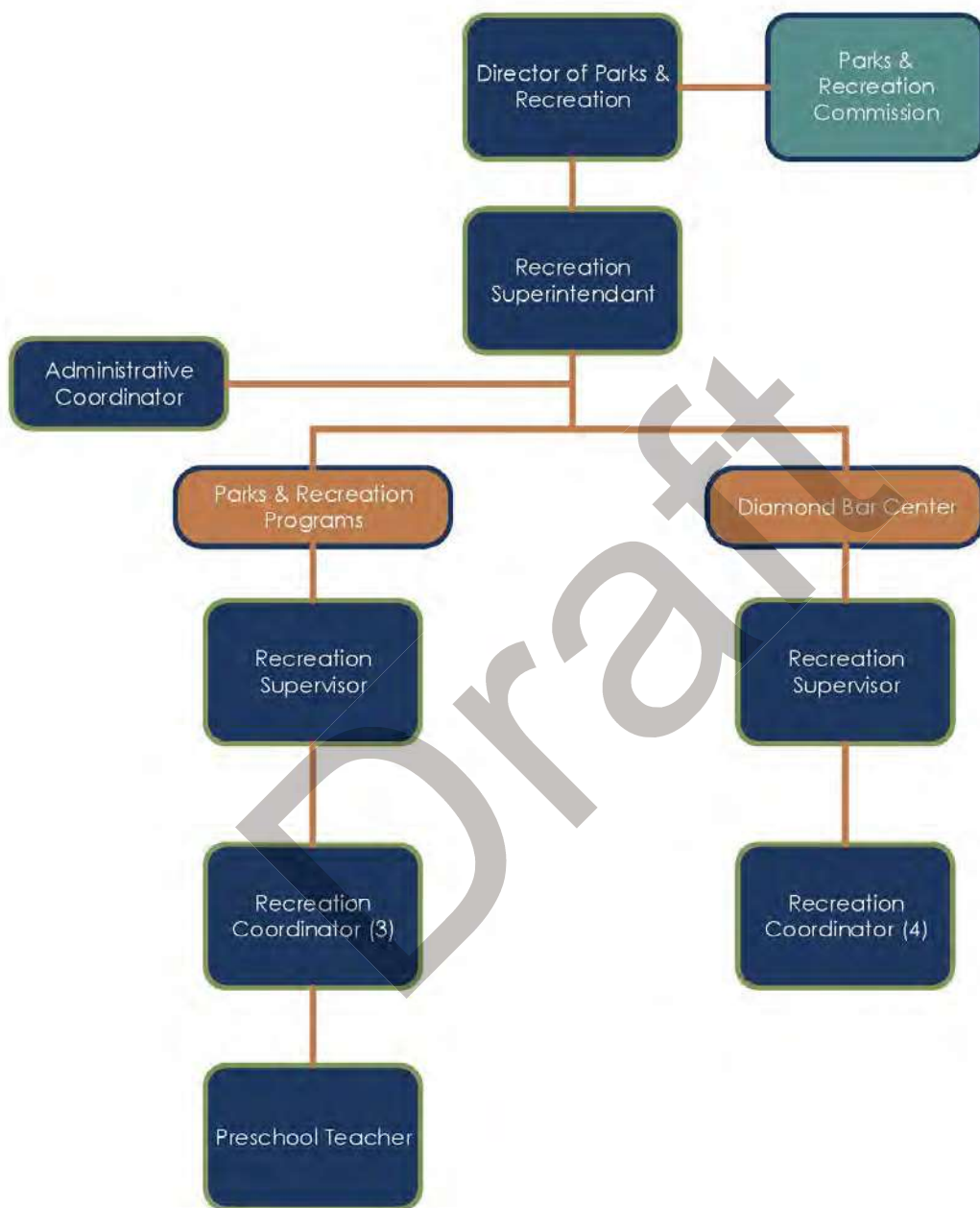
The Parks & Recreation Department administers the recreation program which includes activities and events that strengthen the community's fabric, health and well-being, economic base, and security. This includes community events, enrichment programs, athletics, excursions, activities, and facilities for residents of all ages.

Diamond Bar residents have long valued neighborhood, community and regional parks, and open natural spaces where they can relax, walk, meditate, play, enjoy family time, and seek renewal.

Below is the combined budget for the Parks & Recreation department which includes expenditures for Recreation Programs and the Diamond Bar Center. These divisions are also separately shown on the following pages.



PARKS & RECREATION ORGANIZATIONAL CHART



PARKS & RECREATION DEPARTMENT BUDGET

Parks & Rec Department Summary

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services	\$2,252,697	\$2,601,595	\$2,601,603	\$2,875,549
Supplies	\$123,370	\$197,700	\$204,700	\$213,085
Operating Exp	\$345,005	\$525,300	\$545,300	\$538,550
Professional Svcs	\$12,768	\$28,110	\$53,110	\$29,700
Contract Services	\$616,846	\$884,200	\$877,557	\$870,000
Capital Outlay Exp	\$30,440	\$30,000	\$59,570	\$0
TOTAL	\$3,381,125	\$4,266,905	\$4,341,840	\$4,526,884

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

510 - DIAMOND BAR CENTER

OVERVIEW

The extraordinary Diamond Bar Center, located in picturesque Summitridge Park, is owned and operated by the City of Diamond Bar. The Center features impressive banquet and meeting rooms with breathtaking views of the San Gabriel Valley. The 22,500 square foot facility is the perfect setting for wedding receptions, formal dinner gatherings, corporate seminars, training or meetings, and a multitude of other community events. Designed in the modern Craftsman style architecture theme, the Center is equipped with state-of-the-art multimedia capabilities and a full catering kitchen. Colorful gardens, a meandering stream and look-out points enjoy the beautiful vistas that surround the Center to make this exceptional facility the perfect choice for your next special event.



BUDGET DETAIL

100510 - Diamond Bar Center

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$356,866	\$389,457	\$389,458	\$365,634
(50020) Over Time Wages	\$335	\$2,000	\$2,000	\$2,000
(50030) Part-Time Wages	\$379,989	\$415,000	\$415,000	\$435,000
(50040) Classic Member Retirement	\$36,718	\$43,705	\$43,705	\$46,266
(50042) Classic Member Ual Pmts	\$23,821	\$26,558	\$26,559	\$31,290
(50044) Pepra Member Retirement	\$10,369	\$11,639	\$11,640	\$8,856
(50046) Pepra Member Ual Pmts	\$175	\$0	\$0	\$441
(50050) City Paid Benefits	\$4,697	\$4,166	\$4,167	\$3,625
(50052) Worker's Compensation	\$20,273	\$11,857	\$11,857	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50054) Short/Long Term Disability	\$1,662	\$3,797	\$3,798	\$3,557
(50056) Medicare Expense	\$11,212	\$10,990	\$10,990	\$10,642
(50060) Benefit Allotment	\$71,712	\$76,127	\$76,128	\$65,103
(50072) Auto Allowance	\$1,742	\$1,722	\$1,722	\$3,444
(50074) Technology Allowance	\$1,060	\$1,050	\$1,050	\$2,100
PERSONNEL SERVICES TOTAL	\$920,631	\$998,070	\$998,074	\$986,341
Supplies				
(51200) Operating Supplies	\$13,856	\$14,400	\$14,400	\$14,400
(51210) Janitorial Supplies	\$18,822	\$20,000	\$25,000	\$30,000
(51300) Small Tools & Equipment	\$1,823	\$2,000	\$4,000	\$32,500
SUPPLIES TOTAL	\$34,502	\$36,400	\$43,400	\$76,900
Operating Exp				
(52110) Printing	\$7,949	\$15,700	\$15,700	\$16,000
(52160) Advertising	\$29,597	\$30,000	\$30,000	\$32,500
(52210) Electric Utility Expenditure	\$103,389	\$100,000	\$100,000	\$120,000
(52215) Gas Utility Expenditure	\$22,046	\$16,000	\$16,000	\$11,000
(52220) Water Utility Expenditure	\$5,634	\$6,500	\$6,500	\$6,500
(52300) Rental/Lease - Equipmnt	\$1,009	\$2,000	\$2,000	\$2,000
(52304) Rental/Lease - Exhibit Space	\$400	\$2,000	\$2,000	\$8,000
(52310) Equipment Maintenance	\$14,829	\$48,500	\$48,500	\$56,000
(52320) Maint Of Grounds/Buildings	\$67,098	\$87,000	\$107,000	\$92,000
(52415) Conferences	\$2,500	\$3,000	\$3,000	\$3,000
OPERATING EXP TOTAL	\$254,449	\$310,700	\$330,700	\$347,000
Professional Svcs				
(54900) PS - Other Prof Svcs	\$9,239	\$21,680	\$21,680	\$23,475
PROFESSIONAL SVCS TOTAL	\$9,239	\$21,680	\$21,680	\$23,475
Contract Services				
(55300) Cs - Special Events	\$3,798	\$5,000	\$5,000	\$6,500
(55330) Cs - Security	\$46,254	\$86,000	\$86,000	\$86,000
(55505) Cs - Pw Contract Services	\$139,867	\$160,000	\$160,000	\$203,000
CONTRACT SERVICES TOTAL	\$189,920	\$251,000	\$251,000	\$295,500
Capital Outlay Exp				
(56116) Equipment	\$30,440	\$30,000	\$59,570	\$0
CAPITAL OUTLAY EXP TOTAL	\$30,440	\$30,000	\$59,570	\$0
TOTAL	\$1,439,180	\$1,647,850	\$1,704,424	\$1,729,216

1.c

POSITION ALLOCATION FUNDING DETAIL

100510 - Diamond Bar Center

Position Name	2025
Allocated FTE Count	
Parks & Maintenance Superintendent	0.05
Recreation Coordinator	0.25
Parks & Recreation Director	0.5
Public Works Manager/Assistant City Engineer	0.05
Recreation Superintendent	0.25
Facilities Maintenance Supervisor	0.475
Public Works Director/City Engineer	0.05
Recreation Supervisor	0.3
Recreation Coordinator-Seniors	0.55
Recreation Coordinator-DBC	0.25
Senior Maintenance Worker	0.4
ALLOCATED FTE COUNT	3.125

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

520 - RECREATION

OVERVIEW

The Parks and Recreation Department administers the recreation program which includes activities and events that strengthen the community's fabric, health and well-being, economic base, and security. This includes community events, enrichment programs, athletics, excursions, activities, and facilities for residents of all ages.

Diamond Bar residents have long valued neighborhood, community and regional parks, and open natural spaces where they can relax, walk, meditate, play, enjoy family time, and seek renewal.



BUDGET DETAIL

100520 - Recreation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$639,230	\$734,449	\$734,449	\$930,252
(50020) Over Time Wages	\$1,177	\$7,000	\$7,000	\$6,000
(50030) Part-Time Wages	\$318,878	\$455,554	\$455,554	\$462,050
(50040) Classic Member Retirement	\$84,801	\$94,419	\$94,420	\$98,281
(50042) Classic Member Ual Pmts	\$52,231	\$57,249	\$57,250	\$66,437
(50044) Pepra Member Retirement	\$14,577	\$20,591	\$20,592	\$35,424
(50046) Pepra Member Ual Pmts	\$815	\$0	\$0	\$1,761
(50050) City Paid Benefits	\$10,909	\$10,224	\$10,225	\$12,264
(50052) Worker's Compensation	\$28,784	\$21,614	\$21,614	\$20,769
(50054) Short/Long Term Disability	\$3,579	\$7,621	\$7,621	\$9,630
(50056) Medicare Expense	\$15,043	\$16,520	\$16,520	\$16,520
(50060) Benefit Allotment	\$158,443	\$174,714	\$174,714	\$222,680
(50072) Auto Allowance	\$1,518	\$1,500	\$1,500	\$3,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50074) Technology Allowance	\$2,082	\$2,070	\$2,070	\$4,140
PERSONNEL SERVICES TOTAL	\$1,332,067	\$1,603,525	\$1,603,529	\$1,889,208
Supplies				
(51200) Operating Supplies	\$88,426	\$153,800	\$153,800	\$126,035
(51300) Small Tools & Equipment	\$443	\$7,500	\$7,500	\$10,150
SUPPLIES TOTAL	\$88,868	\$161,300	\$161,300	\$136,185
Operating Exp				
(52110) Printing	\$9,351	\$37,950	\$37,950	\$33,450
(52160) Advertising	\$479	\$5,000	\$5,000	\$5,000
(52255) Banking Charges	\$1,898	\$2,500	\$2,500	\$2,500
(52300) Rental/Lease - Equipmnt	\$22,280	\$67,300	\$67,300	\$36,800
(52302) Rental/Lease - Real Property	\$36,749	\$58,400	\$58,400	\$62,450
(52400) Membership & Dues	\$2,510	\$4,150	\$4,150	\$4,750
(52405) Publications	\$0	\$100	\$100	\$100
(52410) Meetings	\$70	\$500	\$500	\$1,000
(52415) Conferences	\$3,011	\$11,000	\$11,000	\$14,000
(52420) Mileage Reimbursement	\$436	\$500	\$500	\$500
(52500) Education & Training	\$2,275	\$3,000	\$3,000	\$4,500
(52525) Commissioner Compensation	\$900	\$1,500	\$1,500	\$1,500
(53520) Admissions - Youth Activities	\$10,597	\$22,700	\$22,700	\$25,000
OPERATING EXP TOTAL	\$90,556	\$214,600	\$214,600	\$191,550
Professional Svcs				
(54900) PS - Other Prof Svcs	\$3,529	\$6,430	\$31,430	\$6,225
PROFESSIONAL SVCS TOTAL	\$3,529	\$6,430	\$31,430	\$6,225
Contract Services				
(55300) Cs - Special Events	\$153,849	\$286,200	\$278,200	\$216,800
(55305) Cs - Athletic Programs	\$3,408	\$6,000	\$6,000	\$6,000
(55310) Cs - Senior Programs	\$24,066	\$38,250	\$38,250	\$48,350
(55315) Cs - Youth Programs	\$2,199	\$12,700	\$12,700	\$13,300
(55320) Cs - Contract Classes	\$234,618	\$262,000	\$263,357	\$262,000
(55330) Cs - Security	\$0	\$3,050	\$3,050	\$3,050
(55402) Cs-Sheriff - Special Events	\$8,786	\$25,000	\$25,000	\$25,000
CONTRACT SERVICES TOTAL	\$426,926	\$633,200	\$626,557	\$574,500
TOTAL	\$1,941,946	\$2,619,055	\$2,637,416	\$2,797,668

1.c

POSITION ALLOCATION FUNDING DETAIL

100520 - Recreation

Position Name	2025
Allocated FTE Count	
PreSchool Teacher PT (30 hr/wk)	0.75
Recreation Coordinator	2.75
Parks & Recreation Director	0.5
Recreation Coordinator-Sports	1
Recreation Superintendent	0.75
Recreation Coordinator-New	1
Recreation Supervisor	1.7
Recreation Coordinator-Seniors	0.18
Recreation Coordinator-DBC	0.75
Senior Maintenance Worker	0.5
Administrative Coordinator	1.1
ALLOCATED FTE COUNT	10.98

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

PUBLIC WORKS

DEPARTMENT OVERVIEW

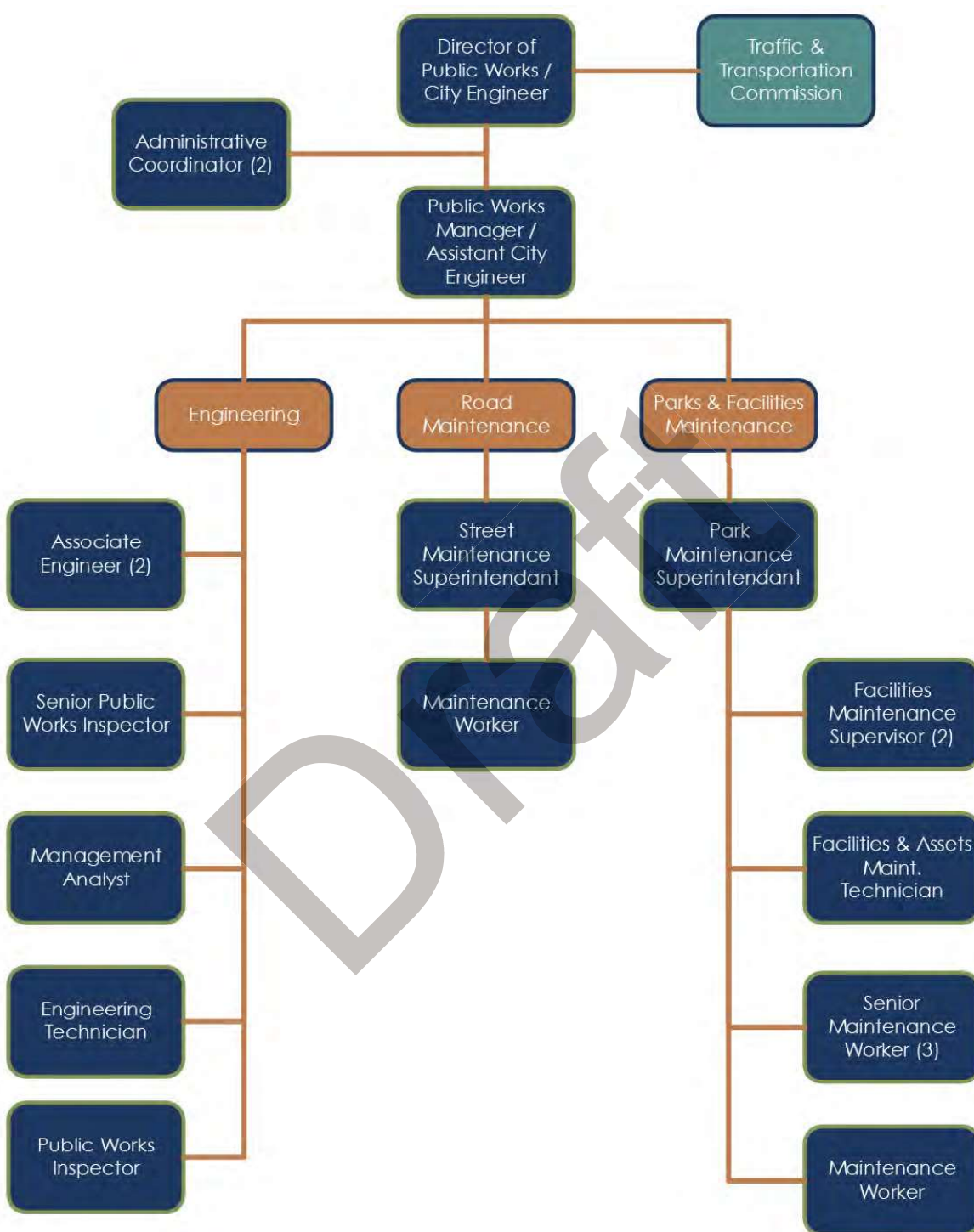
The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).

The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.

Below is the combined budget for the Public Works department which includes expenditures for Public Works Administration, Engineering, Civic Center, Parks & Facilities Maintenance, Landscape Maintenance, and Road Maintenance divisions. These divisions are also separately shown on the following pages.



PUBLIC WORKS ORGANIZATIONAL CHART



PUBLIC WORKS DEPARTMENT BUDGET

Public Works Department Summary

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services	\$1,774,301	\$1,974,887	\$1,954,187	\$2,173,074
Supplies	\$186,713	\$189,200	\$303,567	\$201,200
Operating Exp	\$1,141,414	\$1,255,185	\$1,402,185	\$1,363,685
Professional Svcs	\$237,105	\$533,500	\$543,500	\$707,800
Contract Services	\$1,724,542	\$2,047,100	\$2,117,824	\$2,316,100
Capital Outlay Exp	\$20,124	\$89,100	\$89,100	\$54,100
TOTAL	\$5,084,200	\$6,088,972	\$6,410,363	\$6,815,959

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

610 - PUBLIC WORKS ADMINISTRATION

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).

The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.



BUDGET DETAIL

100610 - Public Works Administration

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$315,172	\$344,576	\$344,576	\$361,703
(50020) Over Time Wages	\$815	\$500	\$500	\$500
(50040) Classic Member Retirement	\$34,319	\$39,500	\$39,500	\$47,299
(50042) Classic Member Ual Pmts	\$28,624	\$24,026	\$24,027	\$32,014
(50044) Pepra Member Retirement	\$8,372	\$10,188	\$10,189	\$8,483
(50046) Pepra Member Ual Pmts	\$138	\$0	\$0	\$425
(50050) City Paid Benefits	\$5,505	\$3,034	\$3,035	\$3,063
(50052) Worker's Compensation	\$6,518	\$8,350	\$8,351	\$6,453
(50054) Short/Long Term Disability	\$1,371	\$3,403	\$3,404	\$3,575
(50056) Medicare Expense	\$4,708	\$5,035	\$5,035	\$5,284
(50060) Benefit Allotment	\$43,715	\$50,400	\$50,400	\$53,490
(50072) Auto Allowance	\$2,128	\$2,109	\$2,109	\$2,109
(50074) Technology Allowance	\$1,148	\$1,800	\$1,800	\$1,800
PERSONNEL SERVICES TOTAL	\$452,531	\$492,921	\$492,926	\$526,198
Supplies				
(51200) Operating Supplies	\$1,029	\$4,500	\$4,500	\$6,000
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,500
SUPPLIES TOTAL	\$1,029	\$5,500	\$5,500	\$7,500
Operating Exp				
(52110) Printing	\$308	\$2,500	\$2,500	\$2,500
(52160) Advertising	\$406	\$4,000	\$4,000	\$4,000
(52400) Membership & Dues	\$670	\$3,385	\$3,385	\$3,385
(52405) Publications	\$435	\$1,500	\$1,500	\$1,500
(52410) Meetings	\$89	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$1,289	\$14,500	\$14,500	\$14,500
(52420) Mileage Reimbursement	\$0	\$500	\$500	\$500
(52500) Education & Training	\$3,039	\$5,000	\$5,000	\$5,000
(52525) Commissioner Compensation	\$900	\$1,350	\$1,350	\$1,350
OPERATING EXP TOTAL	\$7,136	\$33,735	\$33,735	\$33,735
Professional Svcs				
(54200) PS - Environmental Services	\$27,828	\$60,000	\$60,000	\$60,000
(54400) PS - Engineering	\$1,904	\$0	\$0	\$0
(54900) PS - Other Prof Svcs	\$745	\$5,000	\$5,000	\$4,000
PROFESSIONAL SVCS TOTAL	\$30,477	\$65,000	\$65,000	\$64,000
Contract Services				
(55550) Cs - Industrial Waste Services	\$33,431	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$33,431	\$50,000	\$50,000	\$50,000
TOTAL	\$524,604	\$647,156	\$647,161	\$681,433

POSITION ALLOCATION FUNDING DETAIL

100610 - Public Works Administration

Position Name	2025
Allocated FTE Count	
Public Works Manager/Assistant City Engineer	0.475
Engineering Technician	0.3
Associate Engineer	0.5
Senior Public Works Inspector	

Position Name	2025	1.c
Public Works Director/City Engineer	0.475	
Administrative Coordinator	0.675	
ALLOCATED FTE COUNT	2.575	

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

615 - ENGINEERING

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES). The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.



BUDGET DETAIL

100615 - Engineering

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$173,949	\$194,540	\$194,540	\$271,284
(50020) Over Time Wages	\$582	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$18,747	\$21,657	\$21,658	\$29,293
(50042) Classic Member Ual Pmts	\$13,870	\$13,165	\$13,166	\$19,819
(50044) Pepra Member Retirement	\$4,547	\$6,032	\$6,032	\$9,106
(50046) Pepra Member Ual Pmts	\$138	\$0	\$0	\$455
(50050) City Paid Benefits	\$3,869	\$1,934	\$1,934	\$2,782
(50052) Worker's Compensation	\$4,104	\$5,271	\$5,272	\$5,446
(50054) Short/Long Term Disability	\$798	\$1,922	\$1,922	\$2,694
(50056) Medicare Expense	\$2,680	\$2,861	\$2,862	\$3,982
(50060) Benefit Allotment	\$27,762	\$33,156	\$33,156	\$50,676
(50072) Auto Allowance	\$672	\$666	\$666	\$666
(50074) Technology Allowance	\$363	\$360	\$360	\$360
PERSONNEL SERVICES TOTAL	\$252,080	\$283,064	\$283,068	\$398,063
Professional Svcs				
(54400) PS - Engineering	\$107,048	\$165,500	\$165,500	\$215,500
(54410) PS - Traffic	\$94,718	\$175,000	\$175,000	\$115,000
(54420) PS - Plan Checking	\$4,862	\$100,000	\$100,000	\$103,000
(54430) PS - Soils/Surveying	\$0	\$18,000	\$28,000	\$50,000
(54440) PS - Inspection	\$0	\$10,000	\$10,000	\$10,300
PROFESSIONAL SVCS TOTAL	\$206,629	\$468,500	\$478,500	\$493,800
TOTAL	\$458,709	\$751,564	\$761,568	\$891,863

POSITION ALLOCATION FUNDING DETAIL

100615 - Engineering

Position Name	2025
Allocated FTE Count	
Public Works Manager/Assistant City Engineer	0.15
Engineering Technician	0.3
Associate Engineer	0.5
Senior Public Works Inspector	0.4
Public Works Inspector-New	1
Public Works Director/City Engineer	0.15
Administrative Coordinator	0.2
ALLOCATED FTE COUNT	2.7

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

630 - PARKS & FACILITIES MAINTENANCE

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).



BUDGET DETAIL

100630 - Parks & Facilities Maintenance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$328,597	\$344,659	\$323,936	\$373,425
(50020) Over Time Wages	\$1,026	\$8,000	\$8,000	\$8,000
(50030) Part-Time Wages	\$32,780	\$36,251	\$36,252	\$16,848
(50040) Classic Member Retirement	\$43,713	\$48,011	\$48,012	\$34,405
(50042) Classic Member Ual Pmts	\$26,096	\$29,182	\$29,183	\$23,282
(50044) Pepra Member Retirement	\$4,109	\$6,293	\$6,294	\$14,408
(50046) Pepra Member Ual Pmts	\$134	\$0	\$0	\$718
(50050) City Paid Benefits	\$4,345	\$3,528	\$3,529	\$2,200

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50052) Worker's Compensation	\$8,758	\$11,320	\$11,321	\$9,216
(50054) Short/Long Term Disability	\$1,498	\$3,343	\$3,344	\$3,628
(50056) Medicare Expense	\$5,538	\$5,553	\$5,554	\$5,685
(50057) Medicare Payable	\$0	\$575	\$575	\$575
(50060) Benefit Allotment	\$56,281	\$66,618	\$66,618	\$73,278
(50072) Auto Allowance	\$224	\$222	\$222	\$222
(50074) Technology Allowance	\$121	\$120	\$120	\$120
PERSONNEL SERVICES TOTAL	\$513,219	\$563,677	\$542,960	\$567,100
Supplies				
(51200) Operating Supplies	\$20,213	\$43,200	\$43,200	\$45,700
(51300) Small Tools & Equipment	\$2,655	\$5,000	\$15,000	\$5,000
SUPPLIES TOTAL	\$22,868	\$48,200	\$58,200	\$50,700
Operating Exp				
(52210) Electric Utility Expenditure	\$50,662	\$56,000	\$63,500	\$56,000
(52215) Gas Utility Expenditure	\$4,196	\$5,200	\$5,200	\$5,200
(52220) Water Utility Expenditure	\$231,895	\$314,700	\$314,700	\$314,700
(52300) Rental/Lease - Equipmnt	\$2,741	\$7,500	\$7,500	\$7,500
(52320) Maint Of Grounds/Buildings	\$209,057	\$199,500	\$294,500	\$215,500
(52400) Membership & Dues	\$750	\$1,450	\$1,450	\$1,450
(52415) Conferences	\$375	\$5,000	\$5,000	\$5,000
OPERATING EXP TOTAL	\$499,675	\$589,350	\$691,850	\$605,350
Contract Services				
(55000) Cs - Contract Services	\$1,491	\$0	\$20,724	\$0
(55505) Cs - Pw Contract Services	\$359,679	\$387,500	\$387,500	\$410,000
CONTRACT SERVICES TOTAL	\$361,170	\$387,500	\$408,224	\$410,000
Capital Outlay Exp				
(56116) Equipment	\$13,986	\$37,100	\$37,100	\$37,100
CAPITAL OUTLAY EXP TOTAL	\$13,986	\$37,100	\$37,100	\$37,100
TOTAL	\$1,410,918	\$1,625,827	\$1,738,334	\$1,670,250

1.c

POSITION ALLOCATION FUNDING DETAIL

100630 - Parks & Facilities Maintenance

Position Name	2023
Allocated FTE Count	
Parks & Maintenance Superintendent	0.5
Maintenance Worker	0.9
Public Works Manager/Assistant City Engineer	0.05
Facilities Maintenance Supervisor	0.85
Public Works Director/City Engineer	0.05
Facilities & Asset Maintenance Technician	0.5
Senior Maintenance Worker	0.2
Administrative Coordinator	0.875
ALLOCATED FTE COUNT	3.925

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

645 - LANDSCAPE MAINTENANCE

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).



BUDGET DETAIL

100645 - Landscape Maintenance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Contract Services				
(55522) Cs - Tree Maintenance	\$245,885	\$364,600	\$364,600	\$304,600
(55528) Cs - Pkwy/Vegetation Control	\$37,356	\$41,000	\$41,000	\$42,500
CONTRACT SERVICES TOTAL	\$283,241	\$405,600	\$405,600	\$347,100
TOTAL	\$283,241	\$405,600	\$405,600	\$347,100

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

655 - ROAD MAINTENANCE

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).



BUDGET DETAIL

100655 - Road Maintenance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$276,099	\$312,227	\$312,227	\$339,732
(50020) Over Time Wages	\$2,225	\$3,500	\$3,500	\$3,500
(50040) Classic Member Retirement	\$29,732	\$33,897	\$33,897	\$35,848
(50042) Classic Member Ual Pmts	\$19,496	\$20,613	\$20,613	\$24,260
(50044) Pepra Member Retirement	\$8,041	\$9,995	\$9,995	\$11,564
(50046) Pepra Member Ual Pmts	\$307	\$0	\$0	\$576

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50050) City Paid Benefits	\$5,875	\$2,718	\$2,718	\$3,000
(50052) Worker's Compensation	\$8,856	\$11,167	\$11,168	\$9,150
(50054) Short/Long Term Disability	\$1,392	\$3,071	\$3,072	\$3,347
(50056) Medicare Expense	\$4,379	\$4,553	\$4,554	\$4,952
(50060) Benefit Allotment	\$56,412	\$64,089	\$64,089	\$68,019
(50072) Auto Allowance	\$448	\$444	\$444	\$444
(50074) Technology Allowance	\$242	\$240	\$240	\$240
PERSONNEL SERVICES TOTAL	\$413,503	\$466,514	\$466,517	\$504,632
Supplies				
(51200) Operating Supplies	\$968	\$3,000	\$3,000	\$5,000
(51250) Road Maintenance Supplies	\$113,938	\$75,000	\$177,867	\$75,000
(51300) Small Tools & Equipment	\$9,222	\$10,000	\$10,000	\$10,000
SUPPLIES TOTAL	\$124,128	\$88,000	\$190,867	\$90,000
Operating Exp				
(52210) Electric Utility Expenditure	\$164,927	\$125,000	\$125,000	\$132,000
(52300) Rental/Lease - Equipmnt	\$2,212	\$8,000	\$8,000	\$10,000
(52310) Equipment Maintenance	\$2,415	\$6,000	\$6,000	\$6,000
OPERATING EXP TOTAL	\$169,554	\$139,000	\$139,000	\$148,000
Contract Services				
(55510) Cs - Street Sweeping	\$160,107	\$210,000	\$210,000	\$210,000
(55512) Cs - Road Maintenance	\$148,070	\$740,000	\$740,000	\$980,000
(55514) Cs - Sidewalk Maintenance	\$409,960	\$0	\$0	\$0
(55516) Cs - Striping & Signing	\$87,301	\$0	\$0	\$0
(55528) Cs - Pkwy/Vegetation Control	\$142,104	\$140,000	\$140,000	\$160,000
(55530) Cs - Right Of Way Clean Up	\$20,507	\$30,000	\$30,000	\$65,000
(55536) Cs - Traffic Signal Maint	\$78,649	\$84,000	\$134,000	\$94,000
CONTRACT SERVICES TOTAL	\$1,046,700	\$1,204,000	\$1,254,000	\$1,509,000
TOTAL	\$1,753,885	\$1,897,514	\$2,050,384	\$2,251,632

1.c

POSITION ALLOCATION FUNDING DETAIL

100655 - Road Maintenance

Position Name	2025
Allocated FTE Count	
Public Works Maintenance Superintendent-Streets	0.975
Public Works Manager/Assistant City Engineer	0.1
Engineering Technician	0.3
Senior Public Works Inspector	0.35
Public Works Director/City Engineer	0.1
Facilities & Asset Maintenance Technician	0.475
Senior Maintenance Worker	0.975
ALLOCATED FTE COUNT	3.275

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

TOTAL TRANSFERS IN

Total Transfers In

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(49100) Transfer In - General Fd	\$4,180,209	\$3,471,185	\$8,108,752	\$2,849,569
(49106) Transfer In - COVID Fund	\$3,415,474	\$0	\$0	\$0
(49102) Transfer In - Law Enforcement	\$27,132	\$100,000	\$100,000	\$50,000
(49104) Transfer In - Tech Reserve	\$0	\$0	\$72,890	\$705,000
(49105) Transfer In - Opeb Reserve	\$88,000	\$88,000	\$88,000	\$88,000
(49201) Transfer In - Measure W	\$230,454	\$300,000	\$1,272,576	\$0
(49202) Transfer In - Rmra Fund	\$407,353	\$4,050,000	\$5,314,385	\$0
(49203) Transfer In - Measure M	\$1,400,525	\$1,200,000	\$3,008,937	\$0
(49204) Transfer In - Measure R	\$1,375,043	\$1,175,000	\$2,160,443	\$0
(49205) Transfer In - Gas Tax Fd	\$1,112,262	\$1,604,000	\$2,117,992	\$1,475,000
(49206) Transfer In - Prop A	\$1,099,657	\$0	\$50,000	\$0
(49207) Transfer In - Prop C	\$221,606	\$2,564,000	\$3,654,480	\$0
(49209) Transfer In - Tda/Trails Fund	\$16,617	\$33,650	\$73,923	\$0
(49225) Transfer In - Cdbg Fund	\$153,693	\$145,464	\$339,914	\$0
(49239) Transfer In - Llad #39	\$62,764	\$0	\$0	\$0
(49250) Transfer In - Ab939	\$0	\$10,000	\$10,000	\$10,000
(49251) Transfer In - Ab2766	\$0	\$100,000	\$132,000	\$70,000
(49252) Transfer In-Waste Hauler	\$134,412	\$250,000	\$396,004	\$0
(49261) Transfer In - Measure A	\$184,000	\$0	\$1,000	\$0
(49262) Transfer In - Park Development	\$26,488	\$500,000	\$1,211,623	\$0
(49270) Transfer In - Peg Fees	\$0	\$0	\$300,000	\$0
(49280) Transfer In - Cops Fund	\$150,000	\$152,500	\$152,500	\$152,500
(49281) Transfer In - Cleep Fund	\$0	\$9,000	\$9,000	\$0
(49504) Transfer In -Building/Facility	\$65,000	\$0	\$74,900	\$0
TOTAL	\$14,350,689	\$15,752,799	\$28,649,319	\$5,400,069

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

TOTAL TRANSFERS OUT

Total Transfers Out

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(59107) Transfer Out - Homelessness Response Fund	\$0	\$50,000	\$50,000	\$50,000
(59100) Transfer Out - General Fund	\$4,704,370	\$1,475,500	\$1,475,500	\$1,687,500
(59101) Transfer Out - Com Org Fund	\$6,250	\$20,000	\$20,000	\$20,000
(59103) Transfer Out - General Plan Reserve	\$79,345	\$207,000	\$207,000	\$0
(59104) Transfer Out - Tech Reserve Fd	\$100,000	\$100,000	\$100,000	\$100,000
(59105) Transfer Out - OPEB Res Fund	\$40,000	\$40,000	\$116,000	\$40,000
(59238) Transfer Out - Llad #38	\$70,171	\$218,097	\$218,097	\$308,477
(59239) Transfer Out - Llad #39	\$26,958	\$42,560	\$42,560	\$44,037
(59241) Transfer Out-Llad #41	\$9,113	\$11,298	\$11,298	\$11,955
(59248) Transfer Out - Tres Hermanos	\$100,000	\$100,000	\$100,000	\$100,000
(59262) Transfer Out - Park Dev Fund	\$0	\$0	\$1,204,585	\$0
(59301) Transfer Out - Cip Fund	\$6,410,632	\$11,728,114	\$22,034,573	\$450,000
(59401) Transfer Out - Debt Service	\$718,816	\$716,100	\$716,100	\$721,900
(59501) Transfer Out - Self Insurance	\$460,360	\$609,380	\$609,380	\$580,000
(59502) Transfer Out - Vehicle Repl Fund	\$160,650	\$246,750	\$278,750	\$339,000
(59503) Transfer Out-Computer Equip Fund	\$1,276,023	\$0	\$72,890	\$705,000
(59504) Transfer Out - Building Fund	\$100,000	\$100,000	\$1,304,585	\$154,200
(59601) Transfer Out - OPEB Trust	\$88,000	\$88,000	\$88,000	\$88,000
TOTAL	\$14,350,689	\$15,752,799	\$28,649,318	\$5,400,069



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

101 - COMMUNITY ORGANIZATION SUPPORT FUND

FUND DESCRIPTION

This fund was established in FY 1997/1998 to account for transfers and expenditures related to the City Council's policy to support various non profit community organizations which are of a benefit to the City. The City has continued this program to show their ever-increasing interest and support of the City's non-profit community organizations.

BUDGET DETAIL

101 - Community Organization Support Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Miscellaneous Revenue	\$2,062	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$6,250	\$20,000	\$20,000	\$20,000
INTERFUND TRANSFERS TOTAL	\$6,250	\$20,000	\$20,000	\$20,000
REVENUES TOTAL	\$8,312	\$20,000	\$20,000	\$20,000
Expenses				
Operating Exp				
(52600) Contributions - Comm Grps	\$6,250	\$20,000	\$20,000	\$20,000
OPERATING EXP TOTAL	\$6,250	\$20,000	\$20,000	\$20,000
EXPENSES TOTAL	\$6,250	\$20,000	\$20,000	\$20,000
REVENUES LESS EXPENSES	\$2,062	\$0	\$0	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

102 - LAW ENFORCEMENT RESERVE FUND

FUND DESCRIPTION

This fund was established in FY 2012/2013 to incorporate a method to fund future increases in the Sheriff's Department contract and the Liability Trust Fund. The primary revenue source in this fund is from annual savings realized in the law enforcement budget in the General Fund.

BUDGET DETAIL

102 - Law Enforcement Reserve Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues	\$11,368	\$0	\$0	\$0
Expenses				
Professional Svcs	\$0	\$0	\$185,000	\$0
Capital Outlay Exp	\$0	\$0	\$0	\$45,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$27,132	\$100,000	\$100,000	\$50,000
INTERFUND TRANSFER OUT TOTAL	\$27,132	\$100,000	\$100,000	\$50,000
EXPENSES TOTAL	\$27,132	\$100,000	\$285,000	\$95,000
REVENUES LESS EXPENSES	-\$15,764	-\$100,000	-\$285,000	-\$95,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

103 - GENERAL PLAN UPDATE FUND

FUND DESCRIPTION

This fund was created in FY 2014/2015 to establish an allocation of resources needed to fund the preparation of a comprehensive update to the City's General Plan.

BUDGET DETAIL

103 - General Plan Update Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues	\$87,101	\$207,000	\$207,000	\$0
Expenses				
Supplies				
(51200) Operating Supplies	\$1,610	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$1,610	\$1,000	\$1,000	\$1,000
Operating Exp				
(52110) Printing	\$2,503	\$2,500	\$2,500	\$2,500
(52160) Advertising	\$2,499	\$2,500	\$2,500	\$2,500
(52170) Postage	\$3,717	\$6,000	\$6,000	\$6,000
OPERATING EXP TOTAL	\$8,719	\$11,000	\$11,000	\$11,000
Professional Svcs				
(54300) PS -Planning General Plan	\$18,524	\$0	\$7,500	\$0
(54900) PS - Other Prof Svcs	\$469,302	\$185,000	\$611,436	\$0
PROFESSIONAL SVCS TOTAL	\$487,826	\$185,000	\$618,936	\$0
EXPENSES TOTAL	\$498,155	\$197,000	\$630,936	\$12,000
REVENUES LESS EXPENSES	-\$411,054	\$10,000	-\$423,936	-\$12,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

104 - TECHNOLOGY RESERVE FUND

FUND DESCRIPTION

This fund was created in FY 2015/2016 to establish an allocation of resources needed to fund the future replacement of a variety of hardware and software platforms throughout the City.

BUDGET DETAIL

Technology Reserve Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Building Fees				
(48020) Plan Check Fees-Bldg/Sfty	-\$7	\$0	\$0	\$0
(48030) Permit System Replacement	\$43,085	\$75,930	\$75,930	\$74,000
BUILDING FEES TOTAL	\$43,078	\$75,930	\$75,930	\$74,000
Investment Income				
(48500) Investment Earnings	\$13,208	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$7,356	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$5,852	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$100,000	\$100,000	\$100,000	\$100,000
INTERFUND TRANSFERS TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
REVENUES TOTAL	\$148,930	\$175,930	\$175,930	\$174,000
Expenses				
Interfund Transfer Out				
(59503) Transfer Out-Computer Equip Fund	\$0	\$0	\$72,890	\$705,000
INTERFUND TRANSFER OUT TOTAL	\$0	\$0	\$72,890	\$705,000
EXPENSES TOTAL	\$0	\$0	\$72,890	\$705,000
REVENUES LESS EXPENSES	\$148,930	\$175,930	\$103,040	-\$531,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

105 - OTHER POST EMPLOYMENT BENEFITS (OPEB) RESERVE FUND

FUND DESCRIPTION

This fund was created in FY 2014/2015 to establish an allocation of resources needed to fund the Other Post Employment Benefits (OPEB) unfunded liability.

BUDGET DETAIL (REVENUES)

105 - OPEB Fund Official (Revenues)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Investment Income				
(48500) Investment Earnings	\$8,800	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$4,901	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,899	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$40,000	\$40,000	\$116,000	\$40,000
INTERFUND TRANSFERS TOTAL	\$40,000	\$40,000	\$116,000	\$40,000
TOTAL	\$43,899	\$40,000	\$116,000	\$40,000

BUDGET DETAIL (EXPENSES)

105 - OPEB Fund Official (Expenses)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50048) Post Emplmnt Benefit (OPEB)	\$18,000	\$20,000	\$20,000	\$20,000
PERSONNEL SERVICES TOTAL	\$18,000	\$20,000	\$20,000	\$20,000
Interfund Transfer Out				
(59601) Transfer Out - OPEB Trust	\$88,000	\$88,000	\$88,000	\$88,000
INTERFUND TRANSFER OUT TOTAL	\$88,000	\$88,000	\$88,000	\$88,000
TOTAL	\$106,000	\$108,000	\$108,000	\$108,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

106 - COVID-19 RECOVERY FUND

FUND DESCRIPTION

This fund was created in FY 2019/2020 to establish an allocation of resources needed to fund expenses related to COVID-19.

BUDGET DETAIL (REVENUES)

106 - COVID-19 Recovery Fund Revenues

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Federal Revenue				
(42017) American Recovery Plan Revenue	\$3,415,473	\$0	\$0	\$0
FEDERAL REVENUE TOTAL	\$3,415,473	\$0	\$0	\$0
TOTAL	\$3,415,473	\$0	\$0	\$0

BUDGET DETAIL (EXPENSES)

106 - COVID-19 Recovery Fund Expenses

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$27,376	\$0	\$0	\$0
(50030) Part-Time Wages	\$1,066	\$0	\$0	\$0
(50040) Classic Member Retirement	\$3,422	\$0	\$0	\$0
(50044) Pepra Member Retirement	\$583	\$0	\$0	\$0
(50050) City Paid Benefits	\$481	\$0	\$0	\$0
(50054) Short/Long Term Disability	\$142	\$0	\$0	\$0
(50056) Medicare Expense	\$422	\$0	\$0	\$0
(50060) Benefit Allotment	\$4,853	\$0	\$0	\$0
(50062) Benefits Administration	\$26,610	\$0	\$0	\$0
PERSONNEL SERVICES TOTAL	\$64,954	\$0	\$0	\$0
Supplies				
(51200) Operating Supplies	\$1,118	\$0	\$0	\$0
SUPPLIES TOTAL	\$1,118	\$0	\$0	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$3,415,474	\$0	\$0	\$0
INTERFUND TRANSFER OUT TOTAL	\$3,415,474	\$0	\$0	\$0
TOTAL	\$3,481,546	\$0	\$0	\$0

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

107 - HOMELESSNESS RESPONSE FUND

FUND DESCRIPTION

Special Fund 107 was established in Fiscal Year 2023-24 to centralize the City's revenues and expenses related to homelessness response.

BUDGET DETAIL

107 - Homelessness Response Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$0	\$50,000	\$50,000	\$50,000
INTERFUND TRANSFERS TOTAL	\$0	\$50,000	\$50,000	\$50,000
REVENUES TOTAL	\$0	\$50,000	\$50,000	\$50,000
Expenses				
Contract Services				
(55000) Cs - Contract Services	\$0	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$0	\$50,000	\$50,000	\$50,000
EXPENSES TOTAL	\$0	\$50,000	\$50,000	\$50,000
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$0



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

201 - MEASURE W LOCAL RETURN FUND

FUND DESCRIPTION

Approved by the voters on November 6, 2018, Measure W provides for a 2.5 cents per square foot of “impermeable surface” assessment on the property tax bill to fund projects that improve water quality. This fund accounts for the local return of 40% that is remitted by the County to the City of the total assessments received from Diamond Bar property tax payers. The County retains the remaining amount which is used to fund water quality improvement projects at the regional level.

POSITION FUNDING ALLOCATION DETAIL

201 - Measure W

Position Name	2024
Allocated FTE Count	
Public Works Inspector	0.1
Management Analyst	0.45
Public Works Manager/Assistant City Engineer	0.1
Engineering Technician	0.1
Associate Engineer	0.2
Public Works Director/City Engineer	0.1
ALLOCATED FTE COUNT	1.05

BUDGET DETAIL

201 - Measure W Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44050) Measure W Revenue	\$837,850	\$838,000	\$838,000	\$838,000
COUNTY REVENUE TOTAL	\$837,850	\$838,000	\$838,000	\$838,000
Investment Income				
(48500) Investment Earnings	\$39,352	\$0	\$0	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(48510) Unrealized Gain/Loss Fmv	-\$21,916	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$17,436	\$0	\$0	\$0
REVENUES TOTAL	\$855,286	\$838,000	\$838,000	\$838,000
Expenses				
Personnel Services				
(50010) Salaries	\$64,250	\$112,557	\$112,558	\$127,767
(50020) Over Time Wages	\$194	\$0	\$0	\$0
(50040) Classic Member Retirement	\$4,997	\$5,733	\$5,734	\$10,975
(50042) Classic Member Ual Pmts	\$4,667	\$3,489	\$3,489	\$7,430
(50044) Pepra Member Retirement	\$2,451	\$6,293	\$6,294	\$5,453
(50046) Pepra Member Ual Pmts	\$83	\$0	\$0	\$102
(50050) City Paid Benefits	\$1,115	\$1,074	\$1,074	\$1,208
(50052) Worker's Compensation	\$1,714	\$2,582	\$2,582	\$2,098
(50054) Short/Long Term Disability	\$259	\$1,114	\$1,114	\$1,267
(50056) Medicare Expense	\$1,001	\$1,615	\$1,615	\$1,837
(50060) Benefit Allotment	\$8,519	\$18,297	\$18,297	\$21,744
(50072) Auto Allowance	\$448	\$444	\$444	\$444
(50074) Technology Allowance	\$242	\$240	\$240	\$240
PERSONNEL SERVICES TOTAL	\$89,939	\$153,437	\$153,441	\$180,565
Professional Svcs				
(54010) PS - Accounting & Auditing	\$0	\$25,000	\$25,000	\$0
(54200) PS - Environmental Services	\$67,978	\$279,100	\$365,100	\$284,500
(54400) PS - Engineering	\$6,105	\$0	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$74,083	\$304,100	\$390,100	\$284,500
Contract Services				
(55505) Cs - Pw Contract Services	\$0	\$0	\$0	\$15,000
(55530) Cs - Right Of Way Clean Up	\$36,064	\$90,000	\$105,000	\$120,000
CONTRACT SERVICES TOTAL	\$36,064	\$90,000	\$105,000	\$135,000
CIP Capital Projects	\$0	\$0	\$0	\$836,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$230,454	\$300,000	\$1,272,576	\$0
INTERFUND TRANSFER OUT TOTAL	\$230,454	\$300,000	\$1,272,576	\$0
EXPENSES TOTAL	\$430,541	\$847,537	\$1,921,117	\$1,436,065
REVENUES LESS EXPENSES	\$424,745	-\$9,537	-\$1,083,117	-\$598,065

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

202 - ROAD MAINTENANCE AND REHABILITATION FUND

FUND DESCRIPTION

Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017 was signed into law in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide. SB-1 prioritizes funding towards maintenance, rehabilitation and safety improvements on state highways, local streets and roads, and bridges, and to improve the State's trade corridors, transit and active transportation facilities.

BUDGET DETAIL

202 - Road Maintenance & Rehabilitation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43080) Rmra (Sb-1) - Road Maint Rehab	\$1,226,816	\$1,358,896	\$1,358,896	\$1,406,837
STATE REVENUE TOTAL	\$1,226,816	\$1,358,896	\$1,358,896	\$1,406,837
Investment Income				
(48500) Investment Earnings	\$95,411	\$12,900	\$12,900	\$12,900
(48510) Unrealized Gain/Loss Fmv	-\$53,136	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$42,275	\$12,900	\$12,900	\$12,900
REVENUES TOTAL	\$1,269,091	\$1,371,796	\$1,371,796	\$1,419,737
Expenses				
CIP Capital Projects	\$0	\$0	\$0	\$1,300,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$407,353	\$4,050,000	\$5,314,385	\$0
INTERFUND TRANSFER OUT TOTAL	\$407,353	\$4,050,000	\$5,314,385	\$0
EXPENSES TOTAL	\$407,353	\$4,050,000	\$5,314,385	\$1,300,000
REVENUES LESS EXPENSES	\$861,738	-\$2,678,204	-\$3,942,589	\$119,737

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

203 - MEASURE M LOCAL RETURN FUND

FUND DESCRIPTION

Approved by the voters on November 8, 2016, the Measure M half-cent sales tax increase will fund projects that will improve local streets, repair potholes and improve traffic flow/safety.

POSITION FUNDING ALLOCATION DETAIL

203 - Measure M

Position Name	2024
Allocated FTE Count	
Management Analyst	0.15
ALLOCATED FTE COUNT	0.15

BUDGET DETAIL

203 - Measure M Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44030) Measure M Revenue	\$1,048,814	\$1,104,503	\$1,104,503	\$1,058,586
COUNTY REVENUE TOTAL	\$1,048,814	\$1,104,503	\$1,104,503	\$1,058,586
Investment Income				
(48500) Investment Earnings	\$74,732	\$7,400	\$7,400	\$7,400
(48510) Unrealized Gain/Loss Fmv	-\$41,620	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$33,112	\$7,400	\$7,400	\$7,400
REVENUES TOTAL	\$1,081,926	\$1,111,903	\$1,111,903	\$1,065,986
Expenses				
Personnel Services				
(50010) Salaries	\$0	\$10,764	\$10,765	\$14,202
(50044) Pepra Member Retirement	\$0	\$843	\$844	\$1,140
(50050) City Paid Benefits	\$0	\$124	\$124	\$167
(50052) Worker's Compensation	\$0	\$122	\$122	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50054) Short/Long Term Disability	\$0	\$108	\$109	\$144
(50056) Medicare Expense	\$0	\$157	\$158	\$208
(50060) Benefit Allotment	\$0	\$2,187	\$2,187	\$3,096
PERSONNEL SERVICES TOTAL	\$0	\$14,305	\$14,309	\$19,078
Professional Svcs				
(54410) PS - Traffic	\$44,047	\$0	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$44,047	\$0	\$0	\$0
CIP Capital Projects	\$0	\$0	\$0	\$950,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,400,525	\$1,200,000	\$3,008,937	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,400,525	\$1,200,000	\$3,008,937	\$0
EXPENSES TOTAL	\$1,444,572	\$1,214,305	\$3,023,246	\$969,078
REVENUES LESS EXPENSES	-\$362,646	-\$102,402	-\$1,911,343	\$96,908

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

204 - MEASURE R FUND

FUND DESCRIPTION

The Measure R Local Return program funds are to be used for major street resurfacing, rehabilitation, and reconstruction; pothole repair; left turn signals; bikeways; pedestrian improvements; streetscapes; signal synchronization; & transit.

POSITION FUNDING ALLOCATION DETAIL

204 - Measure R

Position Name	2024
Allocated FTE Count	
Management Analyst	0.15
ALLOCATED FTE COUNT	0.15

BUDGET DETAIL

204 - Measure R Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44040) Measure R Revenue	\$927,158	\$974,561	\$974,561	\$934,046
COUNTY REVENUE TOTAL	\$927,158	\$974,561	\$974,561	\$934,046
Investment Income				
(48500) Investment Earnings	\$54,811	\$4,500	\$4,500	\$4,500
(48510) Unrealized Gain/Loss Fmv	-\$30,525	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$24,286	\$4,500	\$4,500	\$4,500
REVENUES TOTAL	\$951,444	\$979,061	\$979,061	\$938,546
Expenses				
Personnel Services				
(50010) Salaries	\$0	\$10,764	\$10,765	\$14,202
(50044) Pepra Member Retirement	\$0	\$843	\$844	\$1,140
(50050) City Paid Benefits	\$0	\$124	\$124	\$167
(50052) Worker's Compensation	\$0	\$122	\$122	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50054) Short/Long Term Disability	\$0	\$108	\$109	\$144
(50056) Medicare Expense	\$0	\$157	\$158	\$208
(50060) Benefit Allotment	\$0	\$2,187	\$2,187	\$3,096
PERSONNEL SERVICES TOTAL	\$0	\$14,305	\$14,309	\$19,078
CIP Capital Projects	\$0	\$0	\$0	\$850,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,375,043	\$1,175,000	\$2,160,443	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,375,043	\$1,175,000	\$2,160,443	\$0
EXPENSES TOTAL	\$1,375,043	\$1,189,305	\$2,174,752	\$869,078
REVENUES LESS EXPENSES	-\$423,599	-\$210,244	-\$1,195,691	\$69,468

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

205 - GAS TAX FUND

FUND DESCRIPTION

The City receives funds from Sections 2105, 2106, 2107, and 2107.5 of the Streets and Highway Code. State law requires that these revenues be recorded in a Special Revenue Fund, and that they be utilized solely for street related purposes such as new construction, rehabilitation or maintenance. It is anticipated that the City will use Gas Tax Funds to fund ongoing street maintenance programs to the extent possible. Any remaining funds will be used to assist in the funding of the City's Capital Improvement Project Program. Beginning in FY 2011/2012, the State replaced Prop 42 funds with Highway Users Tax.

BUDGET DETAIL

205 - Gas Tax Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43030) Gas Tax - 2105	\$312,918	\$360,719	\$360,719	\$341,273
(43040) Gas Tax - 2106	\$184,430	\$209,338	\$209,338	\$196,886
(43050) Gas Tax - 2107	\$426,455	\$433,272	\$433,272	\$466,396
(43060) Gas Tax - 2107.5	\$7,500	\$7,500	\$7,500	\$7,500
(43070) Gas Tax - 2103	\$448,020	\$544,726	\$544,726	\$488,142
STATE REVENUE TOTAL	\$1,379,323	\$1,555,555	\$1,555,555	\$1,500,197
Investment Income				
(48500) Investment Earnings	\$30,538	\$1,800	\$1,800	\$1,800
(48510) Unrealized Gain/Loss Fmv	-\$17,007	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,531	\$1,800	\$1,800	\$1,800
REVENUES TOTAL	\$1,392,854	\$1,557,355	\$1,557,355	\$1,501,997
Expenses				
CIP Capital Projects				
(56102) CIP-Traffic Control Imprv	\$0	\$66,000	\$66,000	\$66,000
CIP CAPITAL PROJECTS TOTAL	\$0	\$66,000	\$66,000	\$66,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$1,049,000	\$1,204,000	\$1,204,000	\$1,475,000
(59301) Transfer Out - Cip Fund	\$63,262	\$400,000	\$913,992	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,112,262	\$1,604,000	\$2,117,992	\$1,475,000
EXPENSES TOTAL	\$1,112,262	\$1,670,000	\$2,183,992	\$1,541,000
REVENUES LESS EXPENSES	\$280,592	-\$112,645	-\$626,637	-\$39,003

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

206 - PROP A TRANSIT FUND

FUND DESCRIPTION

The City receives Proposition A Transit Tax which is a voter approved sales tax override for public transportation purposes. This fund has been established to account for these revenues and approved project expenditures.

POSITION FUNDING ALLOCATION DETAIL

206 - Prop A

Position Name	2024
Allocated FTE Count	
Network/Systems Technician	0.05
Management Analyst	0.06
Assistant to the City Manager	0.05
Administrative Assistant	0.275
Accounting Technician	1.3
Network/Systems Administrator	0.075
Finance Director	0.05
Principal Management Analyst	0.07
Assistant City Manager	0.01
Information Systems Director	0.025
Administrative Coordinator	0.45
ALLOCATED FTE COUNT	2.415

BUDGET DETAIL

206 - Prop A Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Other Taxes & Fees				
(41030) Franchise Fees	\$0	\$13,000	\$13,000	\$26,000
OTHER TAXES & FEES TOTAL	\$0	\$13,000	\$13,000	\$26,000
County Revenue				

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(44010) Prop A Transportation Tax	\$1,490,789	\$1,566,554	\$1,566,554	\$1,501,428
COUNTY REVENUE TOTAL	\$1,490,789	\$1,566,554	\$1,566,554	\$1,501,428
Miscellaneous Fees				
(48400) Transit Pass Sales	\$67,550	\$200,000	\$200,000	\$200,000
MISCELLANEOUS FEES TOTAL	\$67,550	\$200,000	\$200,000	\$200,000
Investment Income				
(48500) Investment Earnings	\$66,674	\$2,700	\$2,700	\$2,700
(48510) Unrealized Gain/Loss Fmv	-\$37,132	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$29,542	\$2,700	\$2,700	\$2,700
REVENUES TOTAL	\$1,587,881	\$1,782,254	\$1,782,254	\$1,730,128
Expenses				
Personnel Services				
(50010) Salaries	\$137,826	\$209,471	\$209,472	\$270,552
(50020) Over Time Wages	\$380	\$0	\$0	\$0
(50040) Classic Member Retirement	\$20,114	\$32,153	\$32,154	\$38,145
(50042) Classic Member Ual Pmts	\$18,850	\$17,490	\$17,490	\$23,342
(50044) Pepra Member Retirement	\$1,613	\$4,393	\$4,393	\$6,944
(50046) Pepra Member Ual Pmts	\$11	\$0	\$0	\$328
(50050) City Paid Benefits	\$2,671	\$2,651	\$2,651	\$3,119
(50052) Worker's Compensation	\$2,027	\$2,789	\$2,790	\$2,807
(50054) Short/Long Term Disability	\$647	\$2,084	\$2,084	\$2,698
(50056) Medicare Expense	\$2,246	\$3,071	\$3,072	\$3,961
(50060) Benefit Allotment	\$27,691	\$46,757	\$46,757	\$58,050
(50072) Auto Allowance	\$43	\$255	\$255	\$225
(50074) Technology Allowance	\$35	\$222	\$222	\$186
PERSONNEL SERVICES TOTAL	\$214,152	\$321,336	\$321,340	\$410,357
Supplies				
(51200) Operating Supplies	\$1,192	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$1,192	\$1,200	\$1,200	\$1,200
Operating Exp				
(52255) Banking Charges	\$1,991	\$7,500	\$7,500	\$7,500
(52314) Computer Maintenance	\$0	\$8,100	\$8,100	\$3,100
(52400) Membership & Dues	\$20,000	\$20,000	\$20,000	\$20,000
OPERATING EXP TOTAL	\$21,991	\$35,600	\$35,600	\$30,600
Contract Services				
(55300) Cs - Special Events	\$1,078	\$5,000	\$13,000	\$5,500
(55310) Cs - Senior Programs	\$6,003	\$7,500	\$7,500	\$8,000
(55315) Cs - Youth Programs	\$7,663	\$13,000	\$13,000	\$13,000
(55542) Cs-Bus Bench Maint	\$0	\$25,000	\$25,000	\$35,000
(55560) Cs - Dial-A-Cab Services	\$185,369	\$350,000	\$350,000	\$350,000
(55610) Transit Program Subsidy	\$18,465	\$20,000	\$20,000	\$20,000
(55620) Transit Fares Expenses	\$73,847	\$80,000	\$80,000	\$80,000
CONTRACT SERVICES TOTAL	\$292,426	\$500,500	\$508,500	\$511,500
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$61,355	\$27,000	\$27,000	\$27,000
(56135) Computer Eq - Software Exp	\$0	\$20,000	\$20,000	\$20,000
CAPITAL OUTLAY EXP TOTAL	\$61,355	\$47,000	\$47,000	\$47,000
CIP Capital Projects	\$0	\$0	\$0	\$600,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,099,657	\$0	\$50,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,099,657	\$0	\$50,000	\$0
EXPENSES TOTAL	\$1,690,773	\$905,636	\$963,640	\$1,600,657
REVENUES LESS EXPENSES	-\$102,893	\$876,618	\$818,614	\$129,471

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

207 - PROP C TRANSIT FUND

FUND DESCRIPTION

The City receives Proposition C Tax which is additional allocations of State Gas Tax funds from Los Angeles County. These funds must be used for street-related purposes such as construction, rehabilitation, maintenance or traffic safety. The projects must be transit related improvements. In order to spend these funds, the City must submit the project to Metropolitan Transit Authority (MTA) for prior approval.

POSITION FUNDING ALLOCATION DETAIL

207 - Prop C Transit

Position Name	2024
Allocated FTE Count	
Network/Systems Technician	0.025
Management Analyst	0.1
Network/Systems Administrator	0.05
Associate Engineer	0.8
Information Systems Director	0.025
Administrative Coordinator	0.05
ALLOCATED FTE COUNT	1.05

BUDGET DETAIL

207 - Prop C Transit Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44020) Prop C Transportation Tax	\$1,236,567	\$1,299,415	\$1,299,415	\$1,245,395
COUNTY REVENUE TOTAL	\$1,236,567	\$1,299,415	\$1,299,415	\$1,245,395
Investment Income				
(48500) Investment Earnings	\$80,345	\$9,500	\$9,500	\$9,500
(48510) Unrealized Gain/Loss Fmv	-\$44,745	\$0	\$0	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
INVESTMENT INCOME TOTAL	\$35,599	\$9,500	\$9,500	\$9,500
REVENUES TOTAL	\$1,272,166	\$1,308,915	\$1,308,915	\$1,254,895
Expenses				
Personnel Services				
(50010) Salaries	\$95,001	\$124,316	\$124,316	\$144,196
(50040) Classic Member Retirement	\$12,980	\$14,660	\$14,660	\$23,468
(50042) Classic Member Ual Pmts	\$7,720	\$8,914	\$8,915	\$15,804
(50044) Pepra Member Retirement	\$1,532	\$3,586	\$3,586	\$1,595
(50046) Pepra Member Ual Pmts	\$100	\$0	\$0	\$43
(50050) City Paid Benefits	\$1,669	\$1,122	\$1,123	\$1,316
(50052) Worker's Compensation	\$2,302	\$3,063	\$3,064	\$2,458
(50054) Short/Long Term Disability	\$437	\$1,237	\$1,238	\$1,438
(50056) Medicare Expense	\$1,365	\$1,814	\$1,814	\$2,105
(50060) Benefit Allotment	\$13,521	\$19,953	\$19,953	\$24,596
(50072) Auto Allowance	\$13	\$75	\$75	\$75
(50074) Technology Allowance	\$15	\$90	\$90	\$90
PERSONNEL SERVICES TOTAL	\$136,653	\$178,831	\$178,834	\$217,184
Operating Exp				
(52314) Computer Maintenance	\$37,150	\$50,100	\$50,100	\$48,100
OPERATING EXP TOTAL	\$37,150	\$50,100	\$50,100	\$48,100
Professional Svcs				
(54400) PS - Engineering	\$13,459	\$150,000	\$150,000	\$205,000
(54410) PS - Traffic	\$53,660	\$80,000	\$80,000	\$80,000
PROFESSIONAL SVCS TOTAL	\$67,119	\$230,000	\$230,000	\$285,000
Contract Services				
(55000) Cs - Contract Services	\$9,900	\$0	\$0	\$0
(55536) Cs - Traffic Signal Maint	\$219,763	\$270,000	\$270,000	\$320,000
CONTRACT SERVICES TOTAL	\$229,663	\$270,000	\$270,000	\$320,000
CIP Capital Projects	\$0	\$0	\$0	\$664,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$221,606	\$2,564,000	\$3,654,480	\$0
INTERFUND TRANSFER OUT TOTAL	\$221,606	\$2,564,000	\$3,654,480	\$0
EXPENSES TOTAL	\$692,191	\$3,292,931	\$4,383,414	\$1,534,284
REVENUES LESS EXPENSES	\$579,975	-\$1,984,016	-\$3,074,499	-\$279,389

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

209 - SB 821 FUND (BIKE AND PEDESTRIAN PATHS TDA)

FUND DESCRIPTION

The State allocates funds to cities for the specific purpose of the construction of bike and pedestrian paths via SB821. This fund has been established to account for transactions related to the receipt and expenditure of these funds.

BUDGET DETAIL

209 - SB 821 Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43230) SB 821 - Bikeways & Trails	\$38,689	\$63,420	\$63,420	\$100,000
STATE REVENUE TOTAL	\$38,689	\$63,420	\$63,420	\$100,000
REVENUES TOTAL	\$38,689	\$63,420	\$63,420	\$100,000
Expenses				
CIP Capital Projects	\$0	\$0	\$0	\$100,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$16,617	\$33,650	\$73,923	\$0
INTERFUND TRANSFER OUT TOTAL	\$16,617	\$33,650	\$73,923	\$0
EXPENSES TOTAL	\$16,617	\$33,650	\$73,923	\$100,000
REVENUES LESS EXPENSES	\$22,072	\$29,770	-\$10,503	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

224 - Permanent Local Housing Allocation

FUND DESCRIPTION

The State allocates funds to cities for the construction of affordable housing, programs to assist persons who are experiencing or are at risk of homelessness, or other housing-related assistance programs for low-to-moderate income households. This fund has been established to account for transactions related to the receipt and expenditure of these funds.

BUDGET DETAIL

224 - Permanent Local Housing Allocation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43125) PLHA Revenue	\$0	\$0	\$0	\$358,416
STATE REVENUE TOTAL	\$0	\$0	\$0	\$358,416
REVENUES TOTAL	\$0	\$0	\$0	\$358,416
Expenses				
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$0	\$0	\$358,416
PROFESSIONAL SVCS TOTAL	\$0	\$0	\$0	\$358,416
EXPENSES TOTAL	\$0	\$0	\$0	\$358,416
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

225 - COMMUNITY DEVELOPMENT BLOCK GRANT FUND

FUND DESCRIPTION

The City receives an annual CDBG allotment from the federal government via the Community Development Commission. The purpose of this grant is to fund approved community development programs and projects benefiting low and moderate income citizens.

POSITION FUNDING ALLOCATION DETAIL

225 - CDBG

Position Name	2023
Allocated FTE Count	
Recreation Specialist	0.7
ALLOCATED FTE COUNT	0.7

BUDGET DETAIL

225 - CDBG

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Federal Revenue				
(42020) CDBG Revenue	\$293,720	\$335,699	\$335,699	\$362,376
FEDERAL REVENUE TOTAL	\$293,720	\$335,699	\$335,699	\$362,376
REVENUES TOTAL	\$293,720	\$335,699	\$335,699	\$362,376
Expenses				
Personnel Services				
(50010) Salaries	\$24,159	\$25,615	\$27,746	\$18,048
(50040) Classic Member Retirement	\$794	\$39	\$40	\$25
(50044) Pepra Member Retirement	\$1,647	\$2,072	\$2,072	\$1,460
(50046) Pepra Member Ual Pmts	\$113	\$0	\$0	\$73
(50050) City Paid Benefits	\$308	\$279	\$280	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50052) Worker's Compensation	\$0	\$711	\$0	\$358
(50054) Short/Long Term Disability	\$120	\$264	\$265	\$183
(50056) Medicare Expense	\$434	\$383	\$384	\$265
(50060) Benefit Allotment	\$7,122	\$8,554	\$8,554	\$5,573
PERSONNEL SERVICES TOTAL	\$34,697	\$37,918	\$39,341	\$26,285
Supplies				
(51200) Operating Supplies	\$1,922	\$2,772	\$1,354	\$2,083
SUPPLIES TOTAL	\$1,922	\$2,772	\$1,354	\$2,083
Professional Svcs				
(54900) PS - Other Prof Svcs	\$103,221	\$149,228	\$149,229	\$169,819
PROFESSIONAL SVCS TOTAL	\$103,221	\$149,228	\$149,229	\$169,819
CIP Capital Projects	\$0	\$0	\$0	\$164,189
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$153,693	\$145,464	\$339,914	\$0
INTERFUND TRANSFER OUT TOTAL	\$153,693	\$145,464	\$339,914	\$0
EXPENSES TOTAL	\$293,534	\$335,382	\$529,838	\$362,376
REVENUES LESS EXPENSES	\$186	\$317	-\$194,139	\$0

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

226 - CASP SB1186

FUND DESCRIPTION

SB 1186 requires that a \$4 additional fee is to be paid by any applicant seeking a local business license when it is initially issued or renewed. From January 1, 2018 through December 31, 2023, the City will retain 90% of the fees collected. The purpose of the fee is to increase disability access and compliance with construction-related accessibility.

BUDGET DETAIL

226 - CASP SB 1186

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Planning Fees				
(48150) Business License - Sb1186	\$0	\$8,000	\$8,000	\$8,000
PLANNING FEES TOTAL	\$0	\$8,000	\$8,000	\$8,000
Investment Income				
(48500) Investment Earnings	\$1,079	\$200	\$200	\$200
(48510) Unrealized Gain/Loss Fmv	-\$601	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$478	\$200	\$200	\$200
REVENUES TOTAL	\$478	\$8,200	\$8,200	\$8,200
REVENUES LESS EXPENSES	\$478	\$8,200	\$8,200	\$8,200

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

238 - LANDSCAPE MAINTENANCE DISTRICT #38

FUND DESCRIPTION

The City is responsible for the operations of the LLAD #38 which primarily maintains the City's medians. This district was set up in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from this district receive a special assessment on their property taxes. This fund accounts for this district's operations.

POSITION FUNDING ALLOCATION DETAIL

238 - District 38

Position Name	2024
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Parks & Maintenance Superintendent	0.2
ALLOCATED FTE COUNT	0.25

BUDGET DETAIL

238 - District 38

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$274,191	\$276,720	\$276,720	\$276,780
SPECIAL ASSESSMENTS TOTAL	\$274,191	\$276,720	\$276,720	\$276,780
Interfund Transfers				
(49100) Transfer In - General Fd	\$70,171	\$218,097	\$218,098	\$308,477
INTERFUND TRANSFERS TOTAL	\$70,171	\$218,097	\$218,098	\$308,477
REVENUES TOTAL	\$344,362	\$494,817	\$494,818	\$585,257
Expenses				
Personnel Services				
(50010) Salaries	\$32,757	\$31,812	\$31,813	\$32,798
(50040) Classic Member Retirement	\$5,444	\$6,000	\$6,001	\$6,223

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50042) Classic Member Ual Pmts	\$3,160	\$3,649	\$3,650	\$4,211
(50050) City Paid Benefits	\$618	\$275	\$275	\$278
(50052) Worker's Compensation	\$963	\$1,228	\$1,228	\$964
(50054) Short/Long Term Disability	\$163	\$317	\$318	\$330
(50056) Medicare Expense	\$472	\$485	\$486	\$503
(50060) Benefit Allotment	\$4,617	\$4,950	\$4,950	\$5,250
PERSONNEL SERVICES TOTAL	\$48,194	\$48,717	\$48,721	\$50,557
Operating Exp				
(52160) Advertising	\$0	\$3,000	\$3,000	\$3,000
(52210) Electric Utility Expenditure	\$2,448	\$6,500	\$6,500	\$6,500
(52220) Water Utility Expenditure	\$105,417	\$154,000	\$154,000	\$154,000
(52320) Maint Of Grounds/Buildings	\$21,960	\$61,700	\$61,700	\$50,000
OPERATING EXP TOTAL	\$129,825	\$225,200	\$225,200	\$213,500
Professional Svcs				
(54900) PS - Other Prof Svcs	\$5,875	\$6,500	\$15,439	\$7,000
PROFESSIONAL SVCS TOTAL	\$5,875	\$6,500	\$15,439	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$6,450	\$6,700	\$6,700	\$83,700
(55524) Cs - Landscape Maintenance	\$192,482	\$207,700	\$207,700	\$230,500
CONTRACT SERVICES TOTAL	\$198,932	\$214,400	\$214,400	\$314,200
EXPENSES TOTAL	\$382,826	\$494,817	\$503,760	\$585,257
REVENUES LESS EXPENSES	-\$38,464	\$0	-\$8,942	\$0

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

239 - LANDSCAPE MAINTENANCE DISTRICT #39-2022

FUND DESCRIPTION

The County of Los Angeles originally formed Landscape Assessment District No. 39 (LAD 39) prior to the City's incorporation and in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from the district receive a special assessment on their property taxes. After its incorporation, the City took over the administration of the assessment district. In March 2022, the City implemented a successful Proposition 218 balloting procedure to replace LAD 39 with LAD 39-2022 with the same service area and an updated assessment structure approved by the property owners. This fund accounts for this district's operations.

POSITION FUNDING ALLOCATION DETAIL

239 - District 39

Position Name	2024
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Management Analyst	0.05
Parks & Maintenance Superintendent	0.1
ALLOCATED FTE COUNT	0.2

BUDGET DETAIL

239 - District 39

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$612,583	\$642,890	\$642,890	\$665,215
SPECIAL ASSESSMENTS TOTAL	\$612,583	\$642,890	\$642,890	\$665,215
Interfund Transfers				
(49100) Transfer In - General Fd	\$26,958	\$42,560	\$42,560	\$44,037

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
INTERFUND TRANSFERS TOTAL	\$26,958	\$42,560	\$42,560	\$44,037
REVENUES TOTAL	\$639,541	\$685,450	\$685,450	\$709,252
Expenses				
Personnel Services				
(50010) Salaries	\$19,747	\$22,286	\$22,286	\$24,161
(50040) Classic Member Retirement	\$3,303	\$3,555	\$3,555	\$3,687
(50042) Classic Member Ual Pmts	\$1,872	\$2,162	\$2,162	\$2,495
(50044) Pepra Member Retirement	\$0	\$281	\$282	\$380
(50050) City Paid Benefits	\$343	\$206	\$207	\$222
(50052) Worker's Compensation	\$571	\$768	\$768	\$611
(50054) Short/Long Term Disability	\$98	\$224	\$225	\$243
(50056) Medicare Expense	\$292	\$325	\$325	\$353
(50060) Benefit Allotment	\$2,896	\$3,699	\$3,699	\$4,182
PERSONNEL SERVICES TOTAL	\$29,122	\$33,505	\$33,509	\$36,334
Operating Exp				
(52160) Advertising	\$0	\$3,500	\$3,500	\$3,500
(52210) Electric Utility Expenditure	\$1,487	\$4,000	\$4,000	\$2,500
(52220) Water Utility Expenditure	\$66,907	\$130,000	\$130,000	\$123,500
(52320) Maint Of Grounds/Buildings	\$13,032	\$190,200	\$190,200	\$276,418
OPERATING EXP TOTAL	\$81,426	\$327,700	\$327,700	\$405,918
Professional Svcs				
(54900) PS - Other Prof Svcs	\$5,875	\$6,500	\$6,500	\$7,000
PROFESSIONAL SVCS TOTAL	\$5,875	\$6,500	\$6,500	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$19,724	\$31,000	\$31,000	\$32,000
(55524) Cs - Landscape Maintenance	\$158,256	\$161,600	\$161,600	\$170,000
(55526) Cs - Weed/Pest Abatement	\$50,061	\$55,700	\$55,700	\$58,000
CONTRACT SERVICES TOTAL	\$228,041	\$248,300	\$248,300	\$260,000
Interfund Transfer Out	\$62,764	\$0	\$0	\$0
EXPENSES TOTAL	\$407,227	\$616,005	\$616,009	\$709,252
REVENUES LESS EXPENSES	\$232,315	\$69,445	\$69,441	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

241 - LANDSCAPE MAINTENANCE DISTRICT #41-2021

FUND DESCRIPTION

The County of Los Angeles originally formed Landscape Assessment District No. 41 (LAD 41) prior to the City's incorporation and in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from the district receive a special assessment on their property taxes. After its incorporation, the City took over the administration of the assessment district. In July 2021, the City implemented a successful Proposition 218 balloting procedure to replace LAD 41 with LAD 41-2021 with the same service area and an updated assessment structure approved by the property owners. This fund accounts for this district's operations.

POSITION FUNDING ALLOCATION DETAIL

241 - District 41

Position Name	2024
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Management Analyst	0.05
Parks & Maintenance Superintendent	0.1
ALLOCATED FTE COUNT	0.2

BUDGET DETAIL

241 - District 41

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$295,810	\$301,806	\$301,806	\$311,346
SPECIAL ASSESSMENTS TOTAL	\$295,810	\$301,806	\$301,806	\$311,346
Interfund Transfers				
(49100) Transfer In - General Fd	\$9,113	\$11,298	\$11,298	\$11,955

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
INTERFUND TRANSFERS TOTAL	\$9,113	\$11,298	\$11,298	\$11,955
REVENUES TOTAL	\$304,923	\$313,104	\$313,104	\$323,301
Expenses				
Personnel Services				
(50010) Salaries	\$19,723	\$40,175	\$40,175	\$24,161
(50020) Over Time Wages	\$0	\$394	\$394	\$394
(50040) Classic Member Retirement	\$3,299	\$3,555	\$3,555	\$3,687
(50042) Classic Member Ual Pmts	\$1,872	\$2,162	\$2,162	\$2,495
(50044) Pepra Member Retirement	\$0	\$281	\$282	\$380
(50050) City Paid Benefits	\$343	\$206	\$207	\$222
(50052) Worker's Compensation	\$570	\$768	\$768	\$611
(50054) Short/Long Term Disability	\$97	\$224	\$225	\$243
(50056) Medicare Expense	\$292	\$325	\$325	\$353
(50060) Benefit Allotment	\$2,887	\$3,699	\$3,699	\$4,182
PERSONNEL SERVICES TOTAL	\$29,083	\$51,788	\$51,792	\$36,728
Operating Exp				
(52160) Advertising	\$0	\$3,500	\$3,500	\$3,000
(52210) Electric Utility Expenditure	\$937	\$3,000	\$3,000	\$2,000
(52220) Water Utility Expenditure	\$55,782	\$75,000	\$75,000	\$75,000
(52320) Maint Of Grounds/Buildings	\$12,265	\$13,800	\$13,800	\$50,000
OPERATING EXP TOTAL	\$68,984	\$95,300	\$95,300	\$130,000
Professional Svcs				
(54900) PS - Other Prof Svcs	\$5,875	\$6,500	\$6,500	\$7,000
PROFESSIONAL SVCS TOTAL	\$5,875	\$6,500	\$6,500	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$16,616	\$21,200	\$21,200	\$23,000
(55524) Cs - Landscape Maintenance	\$63,994	\$65,000	\$65,000	\$68,500
(55526) Cs - Weed/Pest Abatement	\$52,773	\$60,300	\$60,300	\$58,073
CONTRACT SERVICES TOTAL	\$133,383	\$146,500	\$146,500	\$149,573
EXPENSES TOTAL	\$237,324	\$300,088	\$300,092	\$323,301
REVENUES LESS EXPENSES	\$67,600	\$13,016	\$13,012	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

245 - STREET BEAUTIFICATION FUND

FUND DESCRIPTION

This fund was established in FY 2017/2018 as a result of funds received from development projects to be used towards the Diamond Bar Complete Streets improvements as well as other identified capital improvement streetscape or complete streets projects as conditioned by the development projects entitlements.

BUDGET DETAIL

245 - Street Beautification

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$8,893	\$2,400	\$2,400	\$2,400
(48510) Unrealized Gain/Loss Fmv	-\$4,953	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,940	\$2,400	\$2,400	\$2,400
REVENUES TOTAL	\$3,940	\$2,400	\$2,400	\$2,400
REVENUES LESS EXPENSES	\$3,940	\$2,400	\$2,400	\$2,400

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

246 - TRAFFIC MITIGATION FUND

FUND DESCRIPTION

The Traffic Mitigation Fund is used to account for funds which have been received from development projects and designated by the City Council for traffic mitigation projects.

BUDGET DETAIL

246 - Traffic Mitigation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Engineering Fees				
(48250) Traffic Dev. Impact Fees - Engineering	\$853,518	\$0	\$0	\$0
ENGINEERING FEES TOTAL	\$853,518	\$0	\$0	\$0
Investment Income				
(48500) Investment Earnings	\$211,233	\$81,600	\$81,600	\$150,000
(48510) Unrealized Gain/Loss Fmv	-\$117,639	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$93,594	\$81,600	\$81,600	\$150,000
REVENUES TOTAL	\$947,112	\$81,600	\$81,600	\$150,000
REVENUES LESS EXPENSES	\$947,112	\$81,600	\$81,600	\$150,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

247 - SEWER MITIGATION FUND

FUND DESCRIPTION

This fund was established in FY 2014/2015 as a result of Developer Impacts to existing sewer facilities in the City. The fund will be used to account for funds which have been received from development projects and designated by the City Council for sewer facility mitigation/improvement projects.

BUDGET DETAIL

247 - Sewer Mitigation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$1,511	\$400	\$400	\$400
(48510) Unrealized Gain/Loss Fmv	-\$841	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$669	\$400	\$400	\$400
REVENUES TOTAL	\$669	\$400	\$400	\$400
REVENUES LESS EXPENSES	\$669	\$400	\$400	\$400

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

248 - TRES HERMANOS CONSERVATION AUTHORITY FUND

FUND DESCRIPTION

The Tres Hermanos Conservation Authority is a joint powers agency with representatives from the cities of Chino Hills, Diamond Bar, and Industry with the primary purpose to coordinate the overall ownership, maintenance and use of the 2,445-acre Tres Hermanos Ranch property through the collaborative efforts of its Member Agencies. The Tres Hermanos Conservation Authority Fund was created in 2019 to provide for the City's share of the property maintenance and administration costs of the Authority. The revenue source for this fund is a transfer in from the General Fund.

BUDGET DETAIL

248 - Tres Hermanos

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$100,000	\$100,000	\$100,000	\$100,000
INTERFUND TRANSFERS TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
REVENUES TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
Expenses				
Operating Exp				
(52320) Maint Of Grounds/Buildings	\$113,815	\$100,000	\$100,000	\$100,000
OPERATING EXP TOTAL	\$113,815	\$100,000	\$100,000	\$100,000
EXPENSES TOTAL	\$113,815	\$100,000	\$100,000	\$100,000
REVENUES LESS EXPENSES	-\$13,815	\$0	\$0	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

250 - INTEGRATED WASTE MANAGEMENT FUND

FUND DESCRIPTION

The Integrated Waste Management Fund was created during FY 1990/1991, to account for expenditures and revenues related to the activities involved with the City's efforts to comply with AB939. Revenues recorded in this fund are the adopted waste hauler fees and funds received from the State for recycling education and efforts.

POSITION FUNDING ALLOCATION DETAIL

250 - Integrated Waste Management

Position Name	2023
Allocated FTE Count	
Public Information Manager	0.1
Public Information Coordinator	0.3
Public Works Maintenance Superintendent	0.025
Senior Neighborhood Improvement Officer	0.2
Assistant to the City Manager	0.125
Maintenance Worker	0.025
Public Works Manager/Assistant City Engineer	0.025
Administrative Assistant	0.025
Media Specialist	0.1
Finance Supervisor	0.025
Accounting Technician	0.125
Finance Director	0.025
Facilities Maintenance Supervisor	0.025
Senior Management Analyst	0.8
Public Works Director/City Engineer	0.025
Assistant City Manager	0.05
Facilities & Asset Maintenance Technician	0.025
Administrative Coordinator	0.075
ALLOCATED FTE COUNT	2.1

BUDGET DETAIL

250 - Integrated Waste Management

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue	\$27,180	\$0	\$0	\$146,317
Miscellaneous Fees				
(48410) AB 939 - Solid Waste Fees	\$636,164	\$612,000	\$612,000	\$636,000
MISCELLANEOUS FEES TOTAL	\$636,164	\$612,000	\$612,000	\$636,000
Investment Income				
(48500) Investment Earnings	\$0	\$14,700	\$14,700	\$14,700
INVESTMENT INCOME TOTAL	\$0	\$14,700	\$14,700	\$14,700
Cost Reimbursements				
(48820) Cost Reimbursements	\$16,180	\$14,526	\$14,526	\$14,526
COST REIMBURSEMENTS TOTAL	\$16,180	\$14,526	\$14,526	\$14,526
REVENUES TOTAL	\$679,525	\$641,226	\$641,226	\$811,543
Expenses				
Personnel Services				
(50010) Salaries	\$221,309	\$358,852	\$358,853	\$387,732
(50020) Over Time Wages	\$446	\$2,000	\$2,000	\$2,000
(50040) Classic Member Retirement	\$32,313	\$45,705	\$45,706	\$31,308
(50042) Classic Member Ual Pmts	\$22,113	\$27,636	\$27,637	\$21,006
(50044) Pepra Member Retirement	\$2,083	\$8,876	\$8,877	\$17,483
(50046) Pepra Member Ual Pmts	\$58	\$0	\$0	\$872
(50050) City Paid Benefits	\$3,215	\$3,406	\$3,407	\$4,011
(50052) Worker's Compensation	\$4,854	\$8,009	\$8,009	\$5,436
(50054) Short/Long Term Disability	\$1,043	\$3,544	\$3,545	\$3,836
(50056) Medicare Expense	\$3,512	\$5,214	\$5,214	\$5,638
(50060) Benefit Allotment	\$34,111	\$61,362	\$61,362	\$74,673
(50072) Auto Allowance	\$484	\$480	\$480	\$555
(50074) Technology Allowance	\$347	\$360	\$360	\$690
PERSONNEL SERVICES TOTAL	\$325,888	\$525,445	\$525,450	\$555,240
Supplies				
(51200) Operating Supplies	\$8,226	\$15,000	\$15,000	\$15,000
(51300) Small Tools & Equipment	\$13,037	\$14,000	\$14,000	\$13,500
(51400) Promotional Supplies	\$19,955	\$16,000	\$16,000	\$11,500
SUPPLIES TOTAL	\$41,218	\$45,000	\$45,000	\$40,000
Operating Exp				
(52110) Printing	\$4,082	\$8,400	\$8,400	\$14,000
(52160) Advertising	\$0	\$5,000	\$5,000	\$5,000
(52170) Postage	\$36	\$5,000	\$5,000	\$10,000
(52400) Membership & Dues	\$494	\$500	\$500	\$1,000
(52405) Publications	\$0	\$200	\$200	\$200
(52410) Meetings	\$516	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$0	\$0	\$0	\$1,950
(52500) Education & Training	\$469	\$500	\$500	\$1,000
OPERATING EXP TOTAL	\$5,597	\$20,600	\$20,600	\$34,150
Professional Svcs				
(54900) PS - Other Prof Svcs	\$100,212	\$83,048	\$129,738	\$246,500
PROFESSIONAL SVCS TOTAL	\$100,212	\$83,048	\$129,738	\$246,500
Contract Services				
(55000) Cs - Contract Services	\$29,336	\$38,200	\$38,200	\$40,000
CONTRACT SERVICES TOTAL	\$29,336	\$38,200	\$38,200	\$40,000
Capital Outlay Exp				
(56116) Equipment	\$8,979	\$36,000	\$36,000	\$0
CAPITAL OUTLAY EXP TOTAL	\$8,979	\$36,000	\$36,000	\$0
Misc Expenditures				
(57220) Special Events Insurance	\$1,156	\$2,500	\$2,500	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
MISC EXPENDITURES TOTAL	\$1,156	\$2,500	\$2,500	\$3,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$0	\$10,000	\$10,000	\$10,000
INTERFUND TRANSFER OUT TOTAL	\$0	\$10,000	\$10,000	\$10,000
EXPENSES TOTAL	\$512,386	\$760,793	\$807,488	\$928,890
REVENUES LESS EXPENSES	\$167,140	-\$119,567	-\$166,262	-\$117,347

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 23/24

www.diamondbarca.gov

251 - AIR QUALITY IMPROVEMENT FUND

FUND DESCRIPTION

This fund was established in FY 1991/1992 to account for revenues received as a result of AB2766 which authorized the imposition of an additional motor vehicle registration fee to fund the implementation of air quality management compliance and provisions of the California Clean Air Act of 1988.

BUDGET DETAIL

251 - Air Quality Improvement

	2021 - 22 Actual	2022-23 Adopted Budget	2022-23 Revised Budget	2023-24 Proposed Budget
Revenues				
State Revenue				
(43100) AB 2766 Revenue	\$54,344	\$75,000	\$75,000	\$73,000
STATE REVENUE TOTAL	\$54,344	\$75,000	\$75,000	\$73,000
Investment Income				
(48500) Investment Earnings	\$1,372	\$1,000	\$1,000	\$1,000
(48510) Unrealized Gain/Loss Fmv	-\$3,847	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	-\$2,475	\$1,000	\$1,000	\$1,000
REVENUES TOTAL	\$51,870	\$76,000	\$76,000	\$74,000
Expenses				
Professional Svcs				
(54410) PS - Traffic	\$0	\$0	\$0	\$40,000
PROFESSIONAL SVCS TOTAL	\$0	\$0	\$0	\$40,000
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$0	\$32,000	\$32,000	\$0
CAPITAL OUTLAY EXP TOTAL	\$0	\$32,000	\$32,000	\$0
CIP Capital Projects				
(56102) CIP-Traffic Control Imprv	\$0	\$100,000	\$100,000	\$34,000
CIP CAPITAL PROJECTS TOTAL	\$0	\$100,000	\$100,000	\$34,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$915	\$35,000	\$35,000	\$0
(59301) Transfer Out - Cip Fund	\$16,689	\$0	\$0	\$0
(59502) Transfer Out - Vehicle Repl Fund	\$0	\$32,000	\$32,000	\$100,000
INTERFUND TRANSFER OUT TOTAL	\$17,604	\$67,000	\$67,000	\$100,000
EXPENSES TOTAL	\$17,604	\$199,000	\$199,000	\$174,000
REVENUES LESS EXPENSES	\$34,265	-\$123,000	-\$123,000	-\$100,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

252 - WASTE HAULER FUND

FUND DESCRIPTION

The Waste Hauler Fund was established in FY 2013/2014. These funds are received from the City's Waste Hauler in order to mitigate damage to City streets by large trash trucks. Previously these funds were recognized in the General Fund.

BUDGET DETAIL

252 - Waste Hauler

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Engineering Fees				
(48265) Road Reimbursement	\$0	\$0	\$157,000	\$0
(48260) Waste Hauler Fees	\$132,049	\$157,000	\$0	\$157,000
ENGINEERING FEES TOTAL	\$132,049	\$157,000	\$157,000	\$157,000
Investment Income				
(48500) Investment Earnings	\$8,888	\$1,300	\$1,300	\$1,300
(48510) Unrealized Gain/Loss Fmv	-\$4,950	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,938	\$1,300	\$1,300	\$1,300
REVENUES TOTAL	\$135,987	\$158,300	\$158,300	\$158,300
Expenses				
CIP Capital Projects	\$0	\$0	\$0	\$250,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$134,412	\$250,000	\$396,004	\$0
INTERFUND TRANSFER OUT TOTAL	\$134,412	\$250,000	\$396,004	\$0
EXPENSES TOTAL	\$134,412	\$250,000	\$396,004	\$250,000
REVENUES LESS EXPENSES	\$1,575	-\$91,700	-\$237,704	-\$91,700

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

253 - USED OIL BLOCK GRANT FUND

FUND DESCRIPTION

The Department of Resources Recycling and Recovery (CalRecycle) administers the annual Used Oil Payment Program (OPP) grant program to provide cities with the opportunity to offer used oil recycling and disposal programs.

BUDGET DETAIL (REVENUES)

253 - Used Oil Block Grant (Revenues)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43200) Used Motor Oil Block Grant	\$8,557	\$8,557	\$8,557	\$7,771
STATE REVENUE TOTAL	\$8,557	\$8,557	\$8,557	\$7,771
Investment Income				
(48500) Investment Earnings	\$659	\$200	\$200	\$200
(48510) Unrealized Gain/Loss Fmv	-\$367	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$292	\$200	\$200	\$200
TOTAL	\$8,849	\$8,757	\$8,757	\$7,971

BUDGET DETAIL (EXPENSES)

253 - Used Oil Block Grant (Expenses)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$955	\$500	\$500	\$901
(51300) Small Tools & Equipment	\$2,117	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$3,072	\$1,500	\$1,500	\$1,901
Operating Exp				
(52110) Printing	\$0	\$400	\$400	\$400
(52160) Advertising	\$960	\$3,500	\$1,700	\$1,650
(52302) Rental/Lease - Real Property	\$786	\$3,500	\$3,500	\$3,300
OPERATING EXP TOTAL	\$1,746	\$7,400	\$5,600	\$5,350

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$1,456	\$1,000	\$2,800	\$1,920
PROFESSIONAL SVCS TOTAL	\$1,456	\$1,000	\$2,800	\$1,920
TOTAL	\$6,274	\$9,900	\$9,900	\$9,171

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

254 - BEVERAGE CONTAINER RECYCLING GRANT FUND

FUND DESCRIPTION

The Department of Resources Recycling and Recovery (CalRecycle) administers this annual grant program to provide cities with the opportunity to offer beverage container recycling programs, including aluminum, glass, plastic and bi-metal.

BUDGET DETAIL (REVENUES)

254 - Beverage Container Recycling Grant Revenue

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43220) Beverage Container Recycling	\$13,817	\$13,817	\$13,817	\$13,000
STATE REVENUE TOTAL	\$13,817	\$13,817	\$13,817	\$13,000
Investment Income				
(48500) Investment Earnings	\$2,630	\$1,200	\$1,200	\$1,800
(48510) Unrealized Gain/Loss Fmv	-\$1,465	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$1,165	\$1,200	\$1,200	\$1,800
TOTAL	\$14,982	\$15,017	\$15,017	\$14,800

BUDGET DETAIL (EXPENSES)

254 - Beverage Container Recycling Grant Expenses

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$0	\$0	\$3,000	\$0
(51300) Small Tools & Equipment	\$4,428	\$1,000	\$1,000	\$5,000
SUPPLIES TOTAL	\$4,428	\$1,000	\$4,000	\$5,000
Operating Exp				
(52110) Printing	\$0	\$1,500	\$1,500	\$0
(52160) Advertising	\$0	\$3,000	\$0	\$5,000
(52170) Postage	\$0	\$2,800	\$2,800	\$0
OPERATING EXP TOTAL	\$0	\$7,300	\$4,300	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$1,000	\$1,000	\$1,000
PROFESSIONAL SVCS TOTAL	\$0	\$1,000	\$1,000	\$1,000
Contract Services				
	\$0	\$0	\$0	\$3,000
Capital Outlay Exp				
(56116) Equipment	\$0	\$28,000	\$28,000	\$0
CAPITAL OUTLAY EXP TOTAL	\$0	\$28,000	\$28,000	\$0
TOTAL	\$4,428	\$37,300	\$37,300	\$14,000

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

256 - HAZARD MITIGATION GRANT FUND

FUND DESCRIPTION

The City received a grant from FEMA in order to update the City's Hazard Mitigation Plan. This plan establishes the City's strategy to implement improvements and programs to lessen community impacts in the event of natural hazard events.

BUDGET DETAIL

256 - Hazard Mitigation Grant

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43250) Hazard Elimination Program Rev	\$3,707	\$22,500	\$22,500	\$0
STATE REVENUE TOTAL	\$3,707	\$22,500	\$22,500	\$0
Investment Income				
(48500) Investment Earnings	\$142	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$79	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$63	\$0	\$0	\$0
TOTAL	\$3,770	\$22,500	\$22,500	\$0

City of Diamond Bar Budget

Fiscal Year 23/24

www.diamondbarca.gov

260 - PARK FEES (QUIMBY) FUND

FUND DESCRIPTION

Within the California Subdivision Map Act is a requirement that developers either contribute land or pay fees to the local municipal government to provide recreational facilities within the development area. This fund is used to account for the fees received.

BUDGET DETAIL

260 - Quimby

	2021 - 22 Actual	2022-23 Adopted Budget	2022-23 Revised Budget	2023-24 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$820	\$500	\$500	\$500
(48510) Unrealized Gain/Loss Fmv	-\$2,299	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	-\$1,479	\$500	\$500	\$500
REVENUES TOTAL	-\$1,479	\$500	\$500	\$500
REVENUES LESS EXPENSES	-\$1,479	\$500	\$500	\$500

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

261 - MEASURE A NEIGHBORHOOD PARKS ACT

FUND DESCRIPTION

Measure A Neighborhood Parks Act was approved by the voters in November 2016 and provides funds to improve the quality of life throughout Los Angeles County by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces and water conservation. Measure A funds provide local funding for parks, recreation, trails, cultural facilities, open space and Veteran and youth programs.

BUDGET DETAIL

261 - Measure A

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44080) Measure A Category 1 Rev	\$0	\$184,000	\$184,000	\$0
COUNTY REVENUE TOTAL	\$0	\$184,000	\$184,000	\$0
REVENUES TOTAL	\$0	\$184,000	\$184,000	\$0
Expenses	\$184,000	\$0	\$1,000	\$0
REVENUES LESS EXPENSES	-\$184,000	\$184,000	\$183,000	\$0

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

262 - PARK & FACILITY DEVELOPMENT FUND

FUND DESCRIPTION

The purpose of this fund is to provide resources for the development and enhancement of the City's parks and facilities.

BUDGET DETAIL

262 - Park & Facility Development Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Federal Revenue	\$708,785	\$0	\$0	\$0
Investment Income				
(48500) Investment Earnings	\$23,100	\$7,300	\$7,300	\$7,300
(48510) Unrealized Gain/Loss Fmv	-\$12,865	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$10,235	\$7,300	\$7,300	\$7,300
Interfund Transfers				
(49100) Transfer In - General Fd	\$0	\$0	\$1,204,585	\$0
INTERFUND TRANSFERS TOTAL	\$0	\$0	\$1,204,585	\$0
REVENUES TOTAL	\$719,020	\$7,300	\$1,211,885	\$7,300
Expenses				
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$26,488	\$500,000	\$1,211,623	\$0
INTERFUND TRANSFER OUT TOTAL	\$26,488	\$500,000	\$1,211,623	\$0
EXPENSES TOTAL	\$26,488	\$500,000	\$1,211,623	\$0
REVENUES LESS EXPENSES	\$692,532	-\$492,700	\$262	\$7,300

City of Diamond Bar Budget

Fiscal Year 23/24

www.diamondbarca.gov

270 - PEG FEES FUND

FUND DESCRIPTION

Public, Educational and Governmental (PEG) fees totaling 1% of gross revenues are remitted to the City by all video service providers with a valid state franchise. In accordance with federal law, PEG fees may be used only for capital expenditures related to the City's operations of its PEG channels. Capital expenditures include equipment, and related labor, software, training and associated warranty costs. Repairs are not considered capital expenditures.

BUDGET DETAIL

270 - PEG Fees

	2021 - 22 Actual	2022-23 Adopted Budget	2022-23 Revised Budget	2023-24 Proposed Budget
Revenues				
Other Taxes & Fees				
(41040) PEG Fees	\$95,948	\$100,000	\$100,000	\$100,000
OTHER TAXES & FEES TOTAL	\$95,948	\$100,000	\$100,000	\$100,000
Investment Income				
(48500) Investment Earnings	\$3,637	\$3,800	\$3,800	\$3,800
(48510) Unrealized Gain/Loss Fmv	-\$10,196	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	-\$6,559	\$3,800	\$3,800	\$3,800
REVENUES TOTAL	\$89,390	\$103,800	\$103,800	\$103,800
Expenses				
Capital Outlay Exp				
(56116) Equipment	\$3,170	\$100,000	\$100,000	\$100,000
CAPITAL OUTLAY EXP TOTAL	\$3,170	\$100,000	\$100,000	\$100,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$0	\$300,000	\$300,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$0	\$300,000	\$300,000	\$0
EXPENSES TOTAL	\$3,170	\$400,000	\$400,000	\$100,000
REVENUES LESS EXPENSES	\$86,220	-\$296,200	-\$296,200	\$3,800

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

280 - CITIZENS OPTION FOR PUBLIC SAFETY (COPS) FUND

FUND DESCRIPTION

The purpose of these funds are to enhance the City's public safety budget and to fund special public safety related projects. These funds are used to provide at-risk youth counseling with a majority of the funds being transferred to the General Fund to pay for City's contracted Law Enforcement services.

BUDGET DETAIL (REVENUES)

280 - COPS REVENUES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43160) State Cops Revenue	\$165,271	\$163,000	\$163,000	\$165,000
STATE REVENUE TOTAL	\$165,271	\$163,000	\$163,000	\$165,000
Investment Income				
(48500) Investment Earnings	\$11,399	\$3,200	\$3,200	\$3,200
(48510) Unrealized Gain/Loss Fmv	-\$6,348	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$5,051	\$3,200	\$3,200	\$3,200
TOTAL	\$170,322	\$166,200	\$166,200	\$168,200

BUDGET DETAIL (EXPENSES)

280 - COPS EXPENSES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$4,600	\$5,000	\$5,000	\$5,000
PROFESSIONAL SVCS TOTAL	\$4,600	\$5,000	\$5,000	\$5,000
Capital Outlay Exp				
(56116) Equipment	\$0	\$5,000	\$5,000	\$5,000
CAPITAL OUTLAY EXP TOTAL	\$0	\$5,000	\$5,000	\$5,000
Interfund Transfer Out				

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(59100) Transfer Out - General Fund	\$150,000	\$152,500	\$152,500	\$152,500
INTERFUND TRANSFER OUT TOTAL	\$150,000	\$152,500	\$152,500	\$152,500
TOTAL	\$154,600	\$162,500	\$162,500	\$162,500

1.c

Draft

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

281 - CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

FUND DESCRIPTION

During FY 1999/2000, the City received California Law Enforcement Equipment Program (CLEEP) from the State. These funds are to be used to enhance equipment resources available to the City's local law enforcement agency.

BUDGET DETAIL

281 - CA Law Enforcement Equipment Program

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$220	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$123	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$98	\$0	\$0	\$0
REVENUES TOTAL	\$98	\$0	\$0	\$0
Expenses				
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$0	\$9,000	\$9,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$0	\$9,000	\$9,000	\$0
EXPENSES TOTAL	\$0	\$9,000	\$9,000	\$0
REVENUES LESS EXPENSES	\$98	-\$9,000	-\$9,000	\$0



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

CAPITAL IMPROVEMENT PROGRAM (CIP)

CIP OVERVIEW

The CIP section provides project descriptions and financial information for capital improvement projects citywide. The schedules on the following pages list each project, include a project description, project funding sources, and the Adopted FY 2024-25 Budget for the project.

The FY 2024-2025 Capital Improvement Program (CIP) includes a total of \$14.25 million in new projects and includes many of the projects that were in the design phase in FY 2023/24 which will now move into the construction phase in FY 2024/25. The CIP was reviewed for consistency with the City's General Plan at the May 28, 2024 Planning Commission Meeting.

CIP projects include:

1. Arterial Street Pavement Rehab - Lemon Ave (SR60 to City Limit); Brea Cyn Cutoff (SR57 to City Limit) (Construct.)
2. Residential and Collector Street Rehab - Area 4 (Construct.)
3. CDBG Curb Ramps - Area 5 (Construct.)
4. Diamond Bar Blvd. Complete Street Project (Construct.)
5. Battery Back-Up and CCTV Replacement Program FY24/25
6. Full Capture Devices on Stormwater Catchbasin for Trash Amendment Compliance - Phase 1
7. Ronald Reagan Park Pickleball Court, Playground and ADA Improvements (Design)
8. Sycamore Canyon Park Lower Bridge Replacement Options (Design)

BUDGET DETAIL

FY 2024/25 Capital Improvement Program Expenditures

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(FP25507) CIP Ronald Reagan Park Pickleball Court, Playground and ADA (Design)	\$0	\$0	\$0	\$300,000
(FP25508) CIP Sycamore Canyon Park Lower Bridge Replacement Options (Design)	\$0	\$0	\$0	\$150,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(PW25403) CIP Full Capture Devices on Stormwater Catchbasin for Trash Amendment Compliance - Phase 1	\$0	\$0	\$0	\$380,000
(SI25101) CIP Residential and Collector Street Rehab - Area 4 (Const.)	\$0	\$0	\$0	\$2,450,000
(SI25104) CIP CDBG Area 5 ADA Curb Ramp Project (Const.)	\$0	\$0	\$0	\$164,189
(SI25105) Arterials -Lemon Ave (SR60 to City Limit); Brea Cyn Cutoff (SR57 to City Limit)	\$0	\$0	\$0	\$1,500,000
(SI25106) Diamond Bar Blvd Complete Street Project Construction	\$0	\$0	\$0	\$9,242,000
(TM25201) CIP Battery Back-Up and CCTV Replacement Program FY25	\$0	\$0	\$0	\$64,000
TOTAL	\$0	\$0	\$0	\$14,250,189

1.c

Draft



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

401 - DEBT SERVICE FUND

FUND DESCRIPTION

This fund was established to account for governmental debt incurred by the City. The Debt Service fund will account for the payment of principal, interest and related administrative costs incurred (e.g. bank fees). The General Fund makes a transfer-in to the Debt Service Fund to provide the resources needed to meet the City's debt obligations.

The City's only outstanding debt relates to the 2002 financing needed for the acquisition and construction of the Diamond Bar Center. In May 2021, the City refunded \$7.83 million of the outstanding Lease Revenue Bonds associated with the original 2002 acquisition and construction of the Diamond Bar Center. This achieved a gross savings of \$1.736 million and present value savings of \$1.633 million (or 20.85%) which translates to approximately \$144,700 in average annual debt service savings to the General Fund for the remainder of the term (June 2033), and an effective interest rate of 1.15%. The 2021 Bonds were rated by S&P as AA+ (top rating for this type of bond) which is a testament to the City Council's prudent fiscal policies. The total debt service (principal and interest) will be \$712,600 for FY 2023-24. The current bonds mature June 1, 2033 and the outstanding amount is approximately \$5.8 million as of July 1, 2023. The City's legal debt limit as of June 30, 2022 is \$422,238,938.

BUDGET DETAIL

401 - Debt Service

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$1,869	\$50	\$50	\$0
INVESTMENT INCOME TOTAL	\$1,869	\$50	\$50	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$718,816	\$716,100	\$716,100	\$721,900
INTERFUND TRANSFERS TOTAL	\$718,816	\$716,100	\$716,100	\$721,900
REVENUES TOTAL	\$720,685	\$716,150	\$716,150	\$721,900
Expenses				
Operating Exp				
(52255) Banking Charges	\$3,000	\$3,500	\$3,500	\$3,500
OPERATING EXP TOTAL	\$3,000	\$3,500	\$3,500	\$3,500
Misc Expenditures				

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(57000) Bond Principal	\$465,000	\$480,000	\$480,000	\$505,000
(57100) Interest Expense	\$251,200	\$232,600	\$232,600	\$213,400
MISC EXPENDITURES TOTAL	\$716,200	\$712,600	\$712,600	\$718,400
EXPENSES TOTAL	\$719,200	\$716,100	\$716,100	\$721,900
REVENUES LESS EXPENSES	\$1,485	\$50	\$50	\$0

1.c

Draft



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

501 - SELF INSURANCE FUND

FUND DESCRIPTION

This fund was established in accordance with Resolution #89-53. The resolution states the City will establish a self-insurance reserve fund. The purpose of the fund shall be to pay all self-assumed losses and related costs. Contributions to the fund shall be from the General Fund.

BUDGET DETAIL

501 - Self Insurance Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$14,596	\$10,000	\$10,000	\$10,000
(48510) Unrealized Gain/Loss Fmv	-\$8,129	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$6,467	\$10,000	\$10,000	\$10,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$460,360	\$609,380	\$609,380	\$580,000
INTERFUND TRANSFERS TOTAL	\$460,360	\$609,380	\$609,380	\$580,000
REVENUES TOTAL	\$466,827	\$619,380	\$619,380	\$590,000
Expenses				
Misc Expenditures				
(57200) Crime Insurance	\$1,985	\$2,090	\$2,090	\$2,200
(57202) Property Insurance	\$52,991	\$64,100	\$64,100	\$78,500
(57204) Pollution Insurance	\$3,637	\$3,790	\$3,790	\$4,150
(57210) Liability Insurance	\$451,903	\$539,400	\$539,400	\$449,700
MISC EXPENDITURES TOTAL	\$510,516	\$609,380	\$609,380	\$534,550
EXPENSES TOTAL	\$510,516	\$609,380	\$609,380	\$534,550
REVENUES LESS EXPENSES	-\$43,689	\$10,000	\$10,000	\$55,450

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

502 - VEHICLE MAINTENANCE & REPLACEMENT FUND

FUND DESCRIPTION

This fund was established in FY 1999/2000 to incorporate a method for the eventual replacement of the City's vehicles and associated equipment. The vehicles and equipment will be capitalized over its useful life expectancy. Beginning with FY 2015/2016 the fleet fuel and maintenance costs will also be tracked in this fund. The necessary funds to cover the costs incurred are transferred from the General Fund.

BUDGET DETAIL

502 - Vehicle Maintenance & Equipment

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$6,858	\$2,000	\$2,000	\$6,000
(48510) Unrealized Gain/Loss Fmv	-\$3,819	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,038	\$2,000	\$2,000	\$6,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$160,650	\$146,750	\$146,750	\$269,000
(49251) Transfer In - Ab2766	\$0	\$100,000	\$132,000	\$70,000
INTERFUND TRANSFERS TOTAL	\$160,650	\$246,750	\$278,750	\$339,000
REVENUES TOTAL	\$163,688	\$248,750	\$280,750	\$345,000
Expenses				
Operating Exp				
(52312) Vehicle Maintenance	\$31,264	\$38,750	\$49,750	\$56,500
(52330) Fuel	\$46,553	\$51,000	\$51,000	\$48,000
(53000) Depreciation Expense	\$36,276	\$0	\$0	\$0
OPERATING EXP TOTAL	\$114,093	\$89,750	\$100,750	\$104,500
Capital Outlay Exp				
(56115) Vehicles	\$0	\$135,000	\$242,457	\$185,000
CAPITAL OUTLAY EXP TOTAL	\$0	\$135,000	\$242,457	\$185,000
EXPENSES TOTAL	\$114,093	\$224,750	\$343,207	\$289,500
REVENUES LESS EXPENSES	\$49,596	\$24,000	-\$62,457	\$55,500

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

503 - EQUIPMENT MAINTENANCE & REPLACEMENT FUND

FUND DESCRIPTION

This fund has been established to assist the City in funding and anticipating various equipment replacement and/or enhancements. The equipment will be capitalized over the life expectancy and the amount will be transferred into this fund from the General Fund.

BUDGET DETAIL

503 - Equipment Maintenance & Replacement Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43135) State Grant-Solar App	\$19,301	\$60,000	\$60,000	\$0
STATE REVENUE TOTAL	\$19,301	\$60,000	\$60,000	\$0
Investment Income				
(48500) Investment Earnings	\$30,032	\$8,000	\$8,000	\$8,000
(48510) Unrealized Gain/Loss Fmv	-\$16,725	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,307	\$8,000	\$8,000	\$8,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$1,276,023	\$0	\$0	\$0
(49104) Transfer In - Tech Reserve	\$0	\$0	\$72,890	\$705,000
INTERFUND TRANSFERS TOTAL	\$1,276,023	\$0	\$72,890	\$705,000
REVENUES TOTAL	\$1,308,631	\$68,000	\$140,890	\$713,000
Expenses				
Operating Exp				
(52314) Computer Maintenance	\$19,497	\$0	\$0	\$0
(53000) Depreciation Expense	\$187,558	\$0	\$0	\$0
OPERATING EXP TOTAL	\$207,055	\$0	\$0	\$0
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$264,758	\$727,500	\$826,168	\$1,105,000
(56135) Computer Eq - Software Exp	\$17,325	\$1,000,000	\$1,236,318	\$65,000
CAPITAL OUTLAY EXP TOTAL	\$282,083	\$1,727,500	\$2,062,486	\$1,170,000
EXPENSES TOTAL	\$489,139	\$1,727,500	\$2,062,486	\$1,170,000
REVENUES LESS EXPENSES	\$819,492	-\$1,659,500	-\$1,921,596	-\$457,000

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

504 - BUILDING FACILITY & MAINTENANCE FUND

FUND DESCRIPTION

This fund was established in FY 2012/2013 to incorporate a method to fund the eventual replacement of equipment and capital repairs at City Hall, Diamond Bar Center and other City facilities.

BUDGET DETAIL (REVENUES)

504 - Building Facility & Maintenance Revenues

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Investment Income				
(48500) Investment Earnings	\$31,593	\$10,800	\$10,800	\$10,800
(48510) Unrealized Gain/Loss Fmv	-\$17,595	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,998	\$10,800	\$10,800	\$10,800
Interfund Transfers				
(49100) Transfer In - General Fd	\$100,000	\$100,000	\$1,304,585	\$154,200
INTERFUND TRANSFERS TOTAL	\$100,000	\$100,000	\$1,304,585	\$154,200
TOTAL	\$113,998	\$110,800	\$1,315,385	\$165,000

BUDGET DETAIL (EXPENSES)

504 - Building Facility & Maintenance Expenses

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Operating Exp				
(53000) Depreciation Expense	\$4,592	\$0	\$0	\$0
OPERATING EXP TOTAL	\$4,592	\$0	\$0	\$0
Capital Outlay Exp				
(56100) Capital Outlay Expense	\$139,030	\$201,000	\$266,000	\$165,000
CAPITAL OUTLAY EXP TOTAL	\$139,030	\$201,000	\$266,000	\$165,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$65,000	\$0	\$74,900	\$0
INTERFUND TRANSFER OUT TOTAL	\$65,000	\$0	\$74,900	\$0
TOTAL	\$208,622	\$201,000	\$340,900	\$165,000



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

601 - OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND

FUND DESCRIPTION

This fund was established in accordance with the GASB Statement 74 (previously GASB 43) for Post Employment Benefit Plans Other Than Pension Plans.

BUDGET DETAIL

601 - OPEB Trust Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$9,584	\$26,600	\$26,600	\$26,600
INVESTMENT INCOME TOTAL	\$9,584	\$26,600	\$26,600	\$26,600
Interfund Transfers				
(49105) Transfer In - Opeb Reserve	\$88,000	\$88,000	\$88,000	\$88,000
INTERFUND TRANSFERS TOTAL	\$88,000	\$88,000	\$88,000	\$88,000
REVENUES TOTAL	\$97,584	\$114,600	\$114,600	\$114,600
REVENUES LESS EXPENSES	\$97,584	\$114,600	\$114,600	\$114,600

Agenda #: 5.1
Meeting Date: May 21, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **CITY COUNCIL MINUTES OF THE MAY 7, 2024 STUDY SESSION AND REGULAR MEETING.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the May 7, 2024 Study Session and Regular City Council meeting minutes.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

Minutes have been prepared and are being presented for approval.

PREPARED BY:



Kristina Santana, City Clerk

5/21/2024

REVIEWED BY:



Ryan McLean, Assistant City Manager

5/15/2024

Attachments:

1. 5.1.a May 7, 2024 Study Session Minutes
2. 5.1.b May 7, 2024 City Council Regular Meeting Minutes

**CITY OF DIAMOND BAR
CITY COUNCIL STUDY SESSION MINUTES
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, ROOM CC-08
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
MAY 7, 2024**

CALL TO ORDER: Mayor Liu called the Study Session to order at 4:35 p.m.

ROLL CALL: Council Members Andrew Chou, Ruth Low, Mayor Pro Tem Chia Yu Teng and Mayor Stan Liu

Absent: Council Member Steve Tye

Staff present in person: Dan Fox, City Manager; Ryan McLean, Assistant City Manager; Anthony Santos, Assistant to the City Manager; David Liu, Public Works Director; Hal Ghafari, Public Works Manager/Assistant City Engineer; Nicholas Delgado, Management Analyst; Jason Williams, Maintenance Supervisor; Anthony Jordan, Parks & Maintenance Supervisor; Ryan Wright, Parks and Recreation Director; Jason Jacobsen, Finance Director; Cecilia Arellano, Senior Community Relations Coordinator; Joan Cruz, Administrative Coordinator; Marsha Roa, Community Relations Manager; Kristina Santana, City Clerk

Staff present telephonically: Alex Batres, Management Analyst

1. DRAFT FY 2024-2025 CAPITAL IMPROVEMENT PROGRAM BUDGET:

CM/Fox stated tonight's presentation is the first Study Session on the FY 2024-2025 budget. The second Study Session will be on May 21st Study Session with presentation of the Operating Budget, and the full budget and Capital Improvement Program will be presented for adoption at the June 4th Regular City Council meeting.

PWM/Ghafari presented the list of proposed projects for FY 2024-2025 emphasizing the increased construction and materials costs as well as, a post-COVID shortage of construction materials which is likely to remain the case during the next two to five years, responded to Council Member questions throughout the presentation and concluded with a list of projects completed during the current 2023-2024 FY.

ADJOURNMENT: With no further business to come before the City Council, Mayor Liu recessed the Study Session at 5:45 p.m. to the Regular City Council Meeting.

Respectfully submitted:

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 21st day of May, 2024.

Stan Liu, Mayor

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
MAY 7, 2024**

STUDY SESSION: 4:30 P.M., Room CC-08, AQMD

Draft FY 2024-2025 Capital Improvement
Program Budget

Public Comments: None Offered.

Adjourned to Regular Meeting: 5:45 p.m.

CALL TO ORDER: Mayor Liu called the Regular City Council meeting to order at 6:30 p.m. in the South Coast Air Quality Management District Main Auditorium, 21865 Copley Drive, Diamond Bar, CA 91765.

PLEDGE OF ALLEGIANCE: Council Member Low led the Pledge of Allegiance.

INVOCATION: Pastor Floren "Tino" Cordova, Diamond Bar United Church of Christ provided the invocation.

ROLL CALL: Council Members Andrew Chou, Ruth Low, Mayor Pro Tem Chia Yu Teng, Mayor Stan Liu

Absent: Council Member Steve Tye

Staff present in person: Dan Fox, City Manager; Ryan McLean, Assistant City Manager; Anthony Santos, Assistant to the City Manager; Omar Sandoval, City Attorney; David Liu, Public Works Director; Nicholas Delgado, Management Analyst; Jason Williams, Maintenance Supervisor; Ryan Wright, Parks and Recreation Director; Jason Jacobsen, Finance Director; Ken Desforjes, Information Systems Director; Cecilia Arellano, Senior Community Relations Coordinator; Joan Cruz, Administrative Coordinator; Kristina Santana, City Clerk

Staff present telephonically: Greg Gubman, Community Development Director; Marsha Roa, Community Relations Manager

Others present: Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station; Daniel Dail, Lieutenant, Diamond Bar/Walnut Sheriff's Station; Aaron Scheller, Deputy, Diamond Bar/Walnut Sheriff's Station

APPROVAL OF AGENDA: Mayor Liu approved the agenda as presented.

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

- 1.1 Presentation of Good Citizens' Recognition to Girl Scout Troop 4874 members for donation of two buddy benches to Castle Rock Elementary School.
- 1.2 Presentation of Proclamation declaring May as Small Business Month to San Gabriel Valley Chamber of Commerce President and Chairman of the Board Ken Liebman and Vice President/President Elect Lauren James.
- 1.3 Presentation of proclamation declaring the week of May 5th to May 11th as Public Service Recognition Week to City Manager Fox on behalf of Diamond Bar City employees.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS: NONE**3. PUBLIC COMMENTS:**

Cynthia Yu, Diamond Bar Library, spoke about special programs during the month of May in honor of Native Hawaiian and Pacific Islander Heritage Month and the Summer Discovery Program. For additional information on these and other programs and services including 24-hour online services, visit the library website at www.lacountylibrary.org

CC/Santana reported that no emails were submitted and that there were no online callers requesting to speak under Public Comments.

4. SCHEDULE OF FUTURE EVENTS: CM/Fox presented the Schedule of Future Events.**5. CONSENT CALENDAR:** C/Low moved, C/Chou seconded, to approve the Consent Calendar as presented. Motion carried 4-0 by the following Roll Call vote:

AYES:	COUNCIL MEMBERS:	Chou, Low, MPT/Teng, M/Liu
NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	Tye

5.1 APPROVED CITY COUNCIL MINUTES:**5.1.1 APRIL 16, 2024 REGULAR MEETING****5.2 RATIFIED CHECK REGISTER DATED APRIL 10, 2024 THROUGH APRIL 30, 2024 TOTALING \$1,085,047.75.****5.3 ADOPTED PROCLAMATION PROCLAIMING MAY AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH.**

MAY 7, 2024

PAGE 3

CITY COUNCIL

-
- 5.4 APPROVED AND AUTHORIZED THE CITY MANAGER TO SIGN THE CONSULTING SERVICES AGREEMENT WITH TSC LLC D.B.A. THE SCANNING COMPANY, FOR DOCUMENT SCANNING SERVICES THROUGH JUNE 30, 2027.
- 5.5 APPROVED AND AUTHORIZED THE CITY MANAGER TO ISSUE A PURCHASE ORDER TO GOVCONNECTION, INC. FOR THE PURCHASE OF TWO (2) HPE SERVERS IN THE NOT-TO-EXCEED AMOUNT OF \$67,403.88.
- 5.6 APPROVED PUBLIC WORKS AGREEMENT WITH RITE-WAY ROOF CORPORATION FOR CITY HALL ROOF REHABILITATION PROJECT (FP 24505) AS FOLLOWS:
- A. DETERMINED THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF THE CEQA GUIDELINES;
 - B. APPROPRIATED AN ADDITIONAL \$225,600 FROM THE GENERAL FUND FOR A TOTAL CONSTRUCTION BUDGET INCLUDING CONTINGENCY, OF \$671,800;
 - C. APPROVED THE PROPOSED ADJUSTMENT TO THE CIP BUDGET AND ESTABLISHED A PROJECT PAYMENT ACCOUNT CONTAINING SUFFICIENT FUNDS FROM THE CURRENT FISCAL YEAR BUDGET; AND,
 - D. APPROVED AND AUTHORIZED THE CITY MANAGER TO SIGN THE PUBLIC WORKS AGREEMENT WITH RITE-WAY ROOF CORPORATION IN THE AMOUNT OF \$584,000, PLUS A CONTINGENCY AMOUNT OF \$87,600 (15%) FOR CONTRACT CHANGE ORDERS TO BE APPROVED BY THE CITY MANAGER, FOR A TOTAL AUTHORIZATION AMOUNT OF \$671,600.
- 5.7 APPROVED THE PLANS AND SPECIFICATIONS FOR THE MAPLE HILL PARK/PLAYGROUND REPLACEMENT AND ADA UPGRADES PROJECT (PROJECT NO. FP23506) AS FOLLOWS:
- A. DETERMINED THAT APPROVING THE DESIGN AND PLANS FOR THE PROPOSED PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTIONS 15302(a) AND (c) AND 15302 OF THE CEQA GUIDELINES; AND,
 - B. ADOPTED RESOLUTION NO. 2024-14 APPROVING THE DESIGN AND PLANS FOR THE MAPLE HILL PARK/PLAYGROUND REPLACEMENT AND ADA UPGRADES PROJECT NO. FP23506.

6. PUBLIC HEARINGS: NONE

MAY 7, 2024

PAGE 4

CITY COUNCIL

7. **COUNCIL CONSIDERATION:** NONE

8. **COUNCIL SUBCOMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS/COUNCIL MEMBER COMMENTS:**

C/Chou thanked staff for the Capital Improvement Program budget report during tonight's Study Session and wished everyone a Happy Mother's Day.

C/Low thanked staff for the Capital Improvement Projects and the excellent work of staff, congratulated staff on a well-deserved Public Service Recognition and CM/Fox for his leadership, thanked the Public Service Sheriff's and Fire Departments for their good work, thanked the Girl Scouts for raising money for buddy benches at Castle Rock, wished a Happy Mother's Day to all of the mother's and caregivers in the community, and wished M/Liu a Happy Birthday.

MPT/Teng acknowledged staff's hard work in preparing a very tight budget in light of rising costs and for continuing to provide excellent service to the residents. Last week he attended the Southern California Association of Government's General Assembly meeting as Diamond Bar's delegate where he engaged in discussions about how to improve the economy, housing and employment in the region.

M/Liu thanked staff for tonight's budget report and maximization of taxpayer dollars in obtaining the resources and best services for the City, and for CM/Fox's leadership and the Sheriff's and Fire personnel for their service to the community. Kudos to the Girl Scouts and parents for building an inclusive environment in the community and congratulations to Chaparral Middle School for being recognized as a 2024 CA Distinguished School. He wished everyone a Happy Mother's Day and asked that tonight's meeting be adjourned in memory of City of Industry Council Member Mayor Pro Tem and Tres Hermanos Board of Trustees Member Cathy Marcucci.

ADJOURNMENT: With no further business to conduct, M/Liu adjourned the Regular City Council Meeting at 7:10 p.m. in memory of City of Industry Council Member Cathy Marcucci.

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 21st day of May, 2024.

Stan Liu, Mayor

Agenda #: 5.2
Meeting Date: May 21, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **RATIFICATION OF CHECK REGISTER DATED MAY 1, 2024
THROUGH MAY 14, 2024 TOTALING \$1,297,535.51.**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$1,297,535.51.

BACKGROUND/DISCUSSION:

The City has established the policy of issuing accounts payable checks on a weekly basis with City Council ratification at the next scheduled City Council Meeting.

The attached check register containing checks dated May 1, 2024 through May 14, 2024 totaling \$1,297,535.51 is being presented for ratification. All payments have been made in compliance with the City's purchasing policies and procedures, and have been reviewed and approved by the appropriate departmental staff. The attached Affidavit affirms that the check register has been audited and deemed accurate by the Finance Director.

PREPARED BY:


Luisa Allen, Accounting Technician

5/21/2024

REVIEWED BY:

 
Peter Samy, Finance Supervisor 5/15/2024 Jason Jacobsen, Finance Director 5/15/2024

Attachments:

1. 5.2.a Check Register Affidavit 5-21-2024
2. 5.2.b Check Register 5-21-2024



CITY OF DIAMOND BAR CHECK REGISTER AFFIDAVIT

The attached listings of demands, invoices, and claims in the form of a check register including checks dated May 1, 2024 through May 14, 2024 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	\$833,018.93
LLAD 38 Fund	\$15,842.74
LLAD 39 Fund	\$13,200.67
LLAD 41 Fund	\$5,412.19
Integrated Waste Mgmt Fund AB939	\$12,711.95
Prop C Transit Tax Fund	\$8,742.50
Prop A Transit Tax Fund	\$34,156.71
Capital Imprv Project Fund	\$295,489.89
Used Motor Oil Block Grant Fund	\$1,460.00
Equip Maint & Replacement Fund	\$58,802.71
Vechile Maint & Equip Fund	\$1,621.27
Measure W Local Return Fund	\$17,075.95
	\$1,297,535.51

Signed:



 Finance Director
 Jason M. Jacobsen

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
11847	5/7/2024	ABOUND FOOD CARE		FISCAL YEAR 23-24 FOOD RECOVERY SERVICES	250170	54900	\$1,632.25
CHECK TOTAL							\$1,632.25
11848	5/7/2024	AFFORDABLE GENERATOR SERVICES INC		PORTABLE GENERATOR MAINT (CITYHALL)	100630	52320	\$1,154.75
CHECK TOTAL							\$1,154.75
11849	5/7/2024	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 3/31/24-4/13/24	100310	55412	\$7,033.87
CHECK TOTAL							\$7,033.87
11850	5/7/2024	EIDIM GROUP INC		WINDMILL/WILLOW RM A/V & PROD (PYMT#1) FY23-24	301630	56104	\$14,050.00
CHECK TOTAL							\$14,050.00
11851	5/7/2024	ATHACO INC		AREAS 4 & 5 - RESIDENTIAL SNS/MOUNTING HARDWARE	100655	51250	\$54,355.80
CHECK TOTAL							\$54,355.80
11852	5/7/2024	BLUEBEAM INC		ANNUAL SUBSCRIPTION - STUDIO PRIME/BUEBEAM 24-25	100230	52314	\$2,340.00
	5/7/2024	BLUEBEAM INC		BLUEBEAM UPGRADE TO REVU EXTREME-24-25	100230	52314	\$3,654.00
CHECK TOTAL							\$5,994.00
11853	5/7/2024	LINGO TELECOM LLC		CITYWIDE ANALOG PHONE SERVICE - APR 2024	100230	52200	\$2,383.70
CHECK TOTAL							\$2,383.70
11854	5/7/2024	CAL POLY POMONA FOUNDATION INC		USED OIL AD FILTER EXCHANGE EVENT	253180	52160	\$500.00
CHECK TOTAL							\$500.00
11855	5/7/2024	CANNON CORPORATION		PLAN CHECK - 850 BREA CANYON RD	100	22109	\$505.00
	5/7/2024	CANNON CORPORATION		PLAN CHECK - 2930 STEEPLECHASE LN	100	22109	\$295.50
	5/7/2024	CANNON CORPORATION		PLAN CHECK - 850 BREA CANYON RD	100	22109	\$504.50
CHECK TOTAL							\$1,305.00
11856	5/7/2024	CDW GOVERNMENT		ANNUAL SUPPORT RENEWAL - GFI	100230	52314	\$2,554.88
CHECK TOTAL							\$2,554.88

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
11857	5/7/2024	CIVICPLUS LLC		MUNICODE UPDATE - 2024	100230	52314	\$928.72
						CHECK TOTAL	\$928.72
11858	5/7/2024	CT & T CONCRETE PAVING INC		ROAD MAINT (3/14/24 PASADO DR;4/15/24 MEADOWGLEN)	201655	55530	\$4,013.28
						CHECK TOTAL	\$4,013.28
11859	5/7/2024	DAVID EVANS AND ASSOCIATES INC		LANDSCAPE PLAN CKING SVCS -MAPLE HILL PARK	301630	56104	\$1,191.50
						CHECK TOTAL	\$1,191.50
11860	5/7/2024	CAROL A DENNIS		MINUTES TRANSCRIPTION FOR COUNCIL MEETINGS IN APR	100140	54900	\$250.00
						CHECK TOTAL	\$250.00
11861	5/7/2024	DEPT OF TRANSPORTATION		TS MAINT/SHARED AGREEMENT - JAN-MAR 2024	100655	55536	\$5,976.57
						CHECK TOTAL	\$5,976.57
11862	5/7/2024	DS SERVICES OF AMERICA INC		WATER SERVICE (CITYHALL-APR) FY23-24	100620	51200	\$615.43
						CHECK TOTAL	\$615.43
11863	5/7/2024	EDUARDO SALCIDO		EARTH DAY DJ	250170	54900	\$600.00
						CHECK TOTAL	\$600.00
11864	5/7/2024	FEDERAL EXPRESS CORPORATION		COURIER SERVICES - MARCH 2024	100230	52314	\$20.60
	5/7/2024	FEDERAL EXPRESS CORPORATION		COURIER SERVICES - MARCH 2024	100210	51200	\$50.40
						CHECK TOTAL	\$71.00
11865	5/7/2024	FRANCOISE S ZAMBRA		CONTRACT CLASS INSTRUCTOR	100520	55320	\$360.00
						CHECK TOTAL	\$360.00
11866	5/7/2024	GERALDINE KELLER		INSTRUCTOR PAYMENT - CULINARY - WS 24	100520	55320	\$72.00
						CHECK TOTAL	\$72.00
11867	5/7/2024	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT - APR 2024	503230	56135	\$6,750.00
						CHECK TOTAL	\$6,750.00
11868	5/7/2024	GOLD ARC INC		BLDG MAINTENANCE (CITYHALL DOORS) FY23-24	100630	55505	\$2,498.89
						CHECK TOTAL	\$2,498.89

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
11869	5/7/2024	HDL COREN & CONE		CONTRACT SERVICES - PROPERTY TAX APR-JUN 2024	100210	54010	\$3,866.12
CHECK TOTAL							\$3,866.12
11870	5/7/2024	HEART CHAN		INSTRUCTOR PAYMENT - MEDITATION - WS 24	100520	55320	\$54.00
CHECK TOTAL							\$54.00
11871	5/7/2024	HILL & SMITH GROUP HOLDINGS INC		MESSAGE BOARD CONTROL REPAIR	100655	52310	\$175.00
CHECK TOTAL							\$175.00
11872	5/7/2024	HODGMAN ENTERPRISES		PRINTING AND MAILING OF MAY 2024 NEWSLETTER	100240	52110	\$2,413.99
CHECK TOTAL							\$2,413.99
11873	5/7/2024	HOME DEPOT CREDIT SERVICES		TOOLS/EQUIP (TRAILER LIGHT)	100630	51300	\$24.88
	5/7/2024	HOME DEPOT CREDIT SERVICES		ROAD MAINTENANCE SUPPLIES (JSANINNOCENCIO 041824)	100655	51250	\$77.40
	5/7/2024	HOME DEPOT CREDIT SERVICES		SUPPLIES FOR CITY BIRTHDAY	100520	51200	\$918.71
CHECK TOTAL							\$1,020.99
11874	5/7/2024	HR GREEN PACIFIC INC		PLAN CHECK - TR54081 FINAL MAP	100	22109	\$675.00
CHECK TOTAL							\$675.00
11875	5/7/2024	INTEGRUS LLC		PURCHASE OF RICOH IM 8000/IM C8000 COPIERS	503230	56130	\$36,889.46
CHECK TOTAL							\$36,889.46
11876	5/7/2024	ITERIS INC		ON-CALL TS TIMING SUPPORT - THRU 3/31/24	207650	54410	\$6,410.00
CHECK TOTAL							\$6,410.00
11877	5/7/2024	J & J'S SPORTS & TROPHIES		DIAMOND BAR RECREATION HATS	100520	51200	\$854.43
CHECK TOTAL							\$854.43
11878	5/7/2024	JOE A GONSALVES & SON INC		STATE LOBBYIST - PROF. SERVICES IN MAY	100130	54900	\$2,500.00
CHECK TOTAL							\$2,500.00
11879	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES PROFESSIONAL SERVICES - NOV 2023	201610	54200	\$2,436.92
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES PROFESSIONAL SERVICES - DEC 2023	201610	54200	\$8,492.25

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2023	100	22109	\$67.50
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2023	100	22109	\$135.00
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2023	100	22109	\$168.75
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2023	100	22109	\$472.50
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2023	100	22109	\$675.00
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2023	201610	54200	\$67.50
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2023	100	22109	\$179.55
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2023	100	22109	\$213.30
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2023	201610	54200	\$236.25
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES PROFESSIONAL SVCS - JAN 2024	201610	54200	\$1,829.75
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - JAN 2024	100	22109	\$168.75
	5/7/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - JAN 2024	100	22109	\$462.50
						CHECK TOTAL	\$15,605.52
11880	5/7/2024	K7 ENTERPRISES		CITY BRANDED STRETCH BANNERS	100240	51300	\$544.58
						CHECK TOTAL	\$544.58
11881	5/7/2024	LA COUNTY ASSESSOR OFFICE		SBF ABSTRACT - MAR 2024	100230	52314	\$250.00
						CHECK TOTAL	\$250.00
11882	5/7/2024	LEWIS ENGRAVING INC		NAME BADGE FOR MAYOR LIU	100140	52140	\$17.97
						CHECK TOTAL	\$17.97
11883	5/7/2024	LOCAL AGENCY ENGINEERING ASSOCIATES INC		PS - PROJECT OVERSIGHT/SUPPORT - APR 2024	207615	54400	\$2,332.50
						CHECK TOTAL	\$2,332.50
11884	5/7/2024	LOS ANGELES COUNTY PUBLIC WORKS		SUMP PUMP MAINT SYCAMORE CANYON PARK	100630	52320	\$996.42
						CHECK TOTAL	\$996.42
11885	5/7/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2023-24 GEN LAW ENFORCEMENT SERVICES - FEB 2024	100310	55400	\$627,873.59
	5/7/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2023-24 SHERIFF CAV CHAPEL - FEB 2024	100310	55402	\$10,981.10
						CHECK TOTAL	\$638,854.69

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
11886	5/7/2024	RICK RAYMOND MATTIE		AV ASSISTANCE FOR MEETINGS APRIL 2024	100240	54900	\$1,230.00
CHECK TOTAL							\$1,230.00
11887	5/7/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD 38,39,&41-FEB2024)	241641	55524	\$5,412.19
	5/7/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD 38,39,&41-FEB2024)	239639	55524	\$13,200.67
	5/7/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD 38,39,&41-FEB2024)	238638	55524	\$15,842.74
CHECK TOTAL							\$34,455.60
11888	5/7/2024	MERCURY DISPOSAL SYSTEMS INC		BATTERY/BULB DISPOSAL ACE HARDWARE PICK UP 4/12/24	250170	55000	\$2,394.25
CHECK TOTAL							\$2,394.25
11889	5/7/2024	METROLINK		METROLINK PASSES - MAY 2024	206650	55610	\$1,127.70
	5/7/2024	METROLINK		METROLINK PASSES - MAY 2024	206650	55620	\$4,510.80
CHECK TOTAL							\$5,638.50
11890	5/7/2024	MNS ENGINEERS INC		DESIGN OF DIAMOND BAR COMPLETE STREETS - MAR 2024	301610	56105	\$44,299.64
CHECK TOTAL							\$44,299.64
11891	5/7/2024	MOBILE RELAY ASSOCIATES INC		REPEATER SERVICES FOR EMERGENCY PREPAREDNESS IN MAY	100350	52300	\$78.75
CHECK TOTAL							\$78.75
11892	5/7/2024	NATIONAL TRENCH SAFETY INC		EQUIP RENTAL (KRIAL043024-052724) FY23-24	100655	52300	\$607.35
CHECK TOTAL							\$607.35
11893	5/7/2024	NICHOLS CONSULTING ENGINEERS, CHTD		AREA 3 RES/COLL & CURB RAMP DESIGN - THRU 4/12/24	301610	56101	\$4,686.25
	5/7/2024	NICHOLS CONSULTING ENGINEERS, CHTD		AREA 3 RES/COLL & CURB RAMP DESIGN - THRU 3/8/24	301610	56101	\$24,892.50
CHECK TOTAL							\$29,578.75
11894	5/7/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	\$942.00
CHECK TOTAL							\$942.00
11895	5/7/2024	ONE TIME PAY VENDOR	ANA MACK	RECREATION PROGRAM REFUND	100	20202	\$43.00
CHECK TOTAL							\$43.00

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
11896	5/7/2024	ONE TIME PAY VENDOR	BAPS	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
11897	5/7/2024	ONE TIME PAY VENDOR	DEBORAH SMITH	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
11898	5/7/2024	ONE TIME PAY VENDOR	FIRST CLASS EVENTS	FACILITY DEPOSIT REFUND	100	20202	\$1,505.00
	5/7/2024	ONE TIME PAY VENDOR	FIRST CLASS EVENTS	FACILITY DEPOSIT REFUND	100	20202	\$884.95
	5/7/2024	ONE TIME PAY VENDOR	FIRST CLASS EVENTS	FACILITY DEPOSIT REFUND	100	20202	\$1,350.00
CHECK TOTAL							\$3,739.95
11900	5/7/2024	ONE TIME PAY VENDOR	GEETHA GOWDA	FACILITY DEPOSIT REFUND	100	20202	\$1,648.00
CHECK TOTAL							\$1,648.00
11901	5/7/2024	ONE TIME PAY VENDOR	GILBERT GUERENA	FACILITY DEPOSIT REFUND	100	20202	\$700.00
CHECK TOTAL							\$700.00
11902	5/7/2024	ONE TIME PAY VENDOR	GLORIA COTA	RECREATION PROGRAM REFUND	100	20202	\$76.00
CHECK TOTAL							\$76.00
11903	5/7/2024	ONE TIME PAY VENDOR	GRACIE ASCENCIO	RECREATION PROGRAM REFUND	100	20202	\$76.00
CHECK TOTAL							\$76.00
11904	5/7/2024	ONE TIME PAY VENDOR	HELEN SHIH	RECREATION PROGRAM REFUND	100	20202	\$250.00
CHECK TOTAL							\$250.00
11905	5/7/2024	ONE TIME PAY VENDOR	JOYCE WONG	RECREATION PROGRAM REFUND	100	20202	\$38.00
CHECK TOTAL							\$38.00
11906	5/7/2024	ONE TIME PAY VENDOR	JURUPA VALLEY HIGH SCHOOL	FACILITY DEPOSIT REFUND	100	20202	\$1,298.75
CHECK TOTAL							\$1,298.75
11907	5/7/2024	ONE TIME PAY VENDOR	KENNETH VAN HORN	RECREATION PROGRAM REFUND	100	20202	\$28.00
CHECK TOTAL							\$28.00
11908	5/7/2024	ONE TIME PAY VENDOR	MARGARET PANG	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
11909	5/7/2024	ONE TIME PAY VENDOR	MARJORIE FAIR-DOMINGUEZ	RECREATION REFUND	100	20202	\$43.00

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$43.00
11910	5/7/2024	ONE TIME PAY VENDOR	MELBA ARANDA	RECREATION PROGRAM REFUND	100	20202	\$43.00
						CHECK TOTAL	\$43.00
11911	5/7/2024	ONE TIME PAY VENDOR	MISSION KOO	RECREATION PROGRAM REFUND	100	20202	\$31.80
						CHECK TOTAL	\$31.80
11912	5/7/2024	ONE TIME PAY VENDOR	MOHAMMAD QURESHI	FACILITY DEPOSIT REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
11913	5/7/2024	ONE TIME PAY VENDOR	NICOLE HSUEH	RECREATION PROGRAM REFUND	100	20202	\$278.00
						CHECK TOTAL	\$278.00
11914	5/7/2024	ONE TIME PAY VENDOR	NILDA SANTOS	FACILITY DEPOSIT REFUND	100	20202	\$43.48
						CHECK TOTAL	\$43.48
11915	5/7/2024	ONE TIME PAY VENDOR	PABLO GAITAN	FACILITY DEPOSIT REFUND	100	20202	\$1,262.00
						CHECK TOTAL	\$1,262.00
11916	5/7/2024	ONE TIME PAY VENDOR	RASIKA DESHPANDE	FACILITY DEPOSIT REFUND	100	20202	\$1,481.45
						CHECK TOTAL	\$1,481.45
11917	5/7/2024	ONE TIME PAY VENDOR	SALIM AKBANY	FACILITY REFUND	100	20202	\$2,000.00
						CHECK TOTAL	\$2,000.00
11918	5/7/2024	ONE TIME PAY VENDOR	SHREYA TELANG	FACILITY DEPOSIT REFUND	100	20202	\$100.00
						CHECK TOTAL	\$100.00
11919	5/7/2024	ONE TIME PAY VENDOR	SHUBHANGI GADGIL	FACILITY DEPOSIT REFUND	100	20202	\$1,563.85
						CHECK TOTAL	\$1,563.85
11920	5/7/2024	ONE TIME PAY VENDOR	YONATAN WIDIANTORO	FACILITY REFUND	100	20202	\$220.40
						CHECK TOTAL	\$220.40
11921	5/7/2024	ONE TIME PAY VENDOR	ANDREA WILLIAMS	REIMB-CPRS CONF 2/27-3/1/2024	100520	52420	\$107.42
						CHECK TOTAL	\$107.42
11922	5/7/2024	ONE TIME PAY VENDOR	JORDAN HERRERA	REIMB-CPRS CONF 2/27-3/1/24	100520	52420	\$107.42
						CHECK TOTAL	\$107.42
11923	5/7/2024	ONE TIME PAY VENDOR	MAYUKO NAKAJIMA	REIMB-2024 APA NATIONAL CONF 4/12-4/15/24	100410	52415	\$1,072.44

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$1,072.44
11924	5/7/2024	ONE TIME PAY VENDOR - CND REFUND	BANGXIONG CHEN	C&D REFUND FOR 21503 CAZADERO PLACE	100	22105	\$250.00
						CHECK TOTAL	\$250.00
11925	5/7/2024	OPCO TRANSIT INC		FY 2023-24 DIAMOND RIDE SR TRANS SVCS - MAR 2024	206650	55560	\$22,523.21
						CHECK TOTAL	\$22,523.21
11926	5/7/2024	PAPER RECYCLING & SHREDDING		EARTH DAY EVENT 4/20 SHREDDING, TWO TRUCKS	250170	55000	\$2,500.00
	5/7/2024	PAPER RECYCLING & SHREDDING		CITY HALL SHREDDING APRIL	250170	55000	\$135.00
						CHECK TOTAL	\$2,635.00
11927	5/7/2024	PARKING CONCEPTS INC		SHUTTLE SERVICES FOR CITY BIRTHDAY	206520	55300	\$5,995.00
						CHECK TOTAL	\$5,995.00
11928	5/7/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (DBC-JOB#2259) FY23-24	100510	52320	\$850.00
	5/7/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (DBC - JOB#2258)FY 23-24	100510	52320	\$1,300.00
						CHECK TOTAL	\$2,150.00
11929	5/7/2024	PBLA ENGINEERING INC		DESIGN SERVICES (DBC/CITYHALL-MAR2024)	301630	56104	\$65.00
	5/7/2024	PBLA ENGINEERING INC		DESIGN SERVICES (DBC/CITYHALL-MAR2024)	301630	56104	\$1,860.00
						CHECK TOTAL	\$1,925.00
11930	5/7/2024	PRO1PRINT, LLC		HISTORY FLYER AND DBRW VOUCHER	100240	51200	\$104.73
	5/7/2024	PRO1PRINT, LLC		HISTORY FLYER AND DBRW VOUCHER	100150	54900	\$121.28
	5/7/2024	PRO1PRINT, LLC		DBC NOTEPADS	100510	52160	\$1,681.31
						CHECK TOTAL	\$1,907.32
11931	5/7/2024	PYRO COMM SYSTEMS INC		FIRE ALARM MONITOR (HERITAGE PARK-FEB2024-APR2024	100630	52320	\$195.00
						CHECK TOTAL	\$195.00
11932	5/7/2024	JAIME CASAS		USED OIL PROF SERVICES EARTH DAY	253180	54900	\$960.00
						CHECK TOTAL	\$960.00
11933	5/7/2024	REMAINDERS CREATIVE REUSE		EARTH DAY ACTIVITY	250170	54900	\$960.00

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$800.00
11934	5/7/2024	RETAIL MARKETING SERVICES INC		CART RETRIEVAL SERVICES MARCH 2024	250170	55000	\$25.00
						CHECK TOTAL	\$25.00
11935	5/7/2024	GREGORY C REUEL		DEMOGRAPHICS AND SPACE AVAILABLE REPORTS	100150	54900	\$2,100.00
						CHECK TOTAL	\$2,100.00
11936	5/7/2024	SC FUELS		FLEET FUEL (040124-041524) FY23-24	502430	52330	\$29.10
	5/7/2024	SC FUELS		FLEET FUEL (040124-041524) FY23-24	502620	52330	\$416.76
	5/7/2024	SC FUELS		FLEET FUEL (040124-041524) FY23-24	502655	52330	\$543.58
	5/7/2024	SC FUELS		FLEET FUEL (040124-041524) FY23-24	502630	52330	\$631.83
						CHECK TOTAL	\$1,621.27
11937	5/7/2024	SCHAFER CONSULTING		CS - ERP IMPLEMENTATION - JAN 2024	503230	56135	\$1,526.25
						CHECK TOTAL	\$1,526.25
11938	5/7/2024	SIMPSON ADVERTISING INC		DESIGN AND LAYOUT OF MAY 2024 CITY NEWSLETTER	100240	54900	\$1,575.00
						CHECK TOTAL	\$1,575.00
11939	5/7/2024	SOCIAL VOCATIONAL SERVICES		LITTER AND WEED REMOVAL (ROW - APRIL2024)	100645	55528	\$3,113.00
						CHECK TOTAL	\$3,113.00
11940	5/7/2024	STUMP FENCE CO		CONTRACT WITHHOLDING RETENTION: 24000079	100	29004	\$490.00
						CHECK TOTAL	\$490.00
11941	5/7/2024	TAIT AND ASSOCIATES INC		DIAMOND BAR CENTER - LANDSCAPE DESIGN SVCS	100615	54400	\$1,493.59
	5/7/2024	TAIT AND ASSOCIATES INC		CIP FP23503 - PANTERA PARK HARDSCAPE DESIGN PRJ	301630	56104	\$2,430.00
	5/7/2024	TAIT AND ASSOCIATES INC		DIAMOND BAR CENTER - LANDSCAPE DESIGN SVCS	100615	54400	\$245.00
	5/7/2024	TAIT AND ASSOCIATES INC		GRAND AVE MEDIANS - LANDSCAPE DESIGN SVCS	100615	54400	\$3,055.00
	5/7/2024	TAIT AND ASSOCIATES INC		GRAND AVE MEDIANS - LANDSCAPE DESIGN SVCS	100615	54400	\$475.50
						CHECK TOTAL	\$7,699.09
11942	5/7/2024	TENNIS ANYONE INC		TENNIS INSTRUCTION 23-24	100520	55320	\$7,018.00

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$7,818.86
11943	5/7/2024	TERRYBERRY		SERVICE PINS	100220	51400	\$906.65
						CHECK TOTAL	\$906.65
11944	5/7/2024	THE COMDYN GROUP INC		GIS SUPPORT - 2/24/24-4/5/24	100230	54900	\$6,727.49
						CHECK TOTAL	\$6,727.49
11945	5/7/2024	THE KNOT WORLDWIDE INC		DBC ONLINE STORE FRONT APRIL-JULY 2024	100510	52160	\$3,744.00
						CHECK TOTAL	\$3,744.00
11946	5/7/2024	THE WINDMILL		ADVERTISEMENT MARCH APRIL 2024	100240	52160	\$800.00
						CHECK TOTAL	\$800.00
11947	5/7/2024	TOTAL COMPENSATION SYSTEMS INC		PROF. SVCS - GASB 75/OPEB	100210	54010	\$855.00
						CHECK TOTAL	\$855.00
11948	5/7/2024	TRANE SERVICE GROUP INC		AC REPLACEMENT&AIRQUALITY UPGRADES (DBC)FY23-24	301630	56104	\$83,000.00
						CHECK TOTAL	\$83,000.00
11949	5/7/2024	TRIANGLE SPORTS INC		VOLUNTEEN T-SHIRTS	100520	51200	\$782.93
	5/7/2024	TRIANGLE SPORTS INC		DAY CAMP STAFF AND CAMPER T-SHIRTS	100520	51200	\$3,090.64
						CHECK TOTAL	\$3,873.57
11950	5/7/2024	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT HOURS - APR 2024	503230	56135	\$13,637.00
						CHECK TOTAL	\$13,637.00
11951	5/7/2024	ULINE INC		FY2023-24 EMERGENCY PREP SUPPLIES	100350	51200	\$1,174.85
	5/7/2024	ULINE INC		RECYCLING CONTAINERS SCHOOL PROGRAM	250170	51300	\$119.22
						CHECK TOTAL	\$1,294.07
11952	5/7/2024	UNDERGROUND SERVICE ALERT OF SO CA		CA STATE FEE - US DIGALERT - MAY 2024	100610	54900	\$55.42
	5/7/2024	UNDERGROUND SERVICE ALERT OF SO CA		US DIGALERT - MONTHLY SERVICE - APR 2024	100610	54900	\$125.50
						CHECK TOTAL	\$180.92
11953	5/7/2024	VERIZON WIRELESS		WIRELESS PHONE SERVICE - 2/17/24-4/16/24	100230	52200	\$6,372.17

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$6,372.17
11954	5/7/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (HERITAGE PARK) FY23-24	100630	51200	\$217.61
	5/7/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC) FY23-24	100510	51210	\$380.76
						CHECK TOTAL	\$598.37
11955	5/7/2024	WEST COAST ARBORISTS INC		ARBORIST SERVICES (VARIOUS LOCATIONS)	100645	55522	\$2,713.20
	5/7/2024	WEST COAST ARBORISTS INC		TREE MAINTENANCE (031624-033124) FY23-24	100645	55522	\$10,554.45
						CHECK TOTAL	\$13,267.65
11956	5/7/2024	WILLDAN GEOTECHNICAL		GEOTECHNICAL REPORT REVIEW - 2930 STEEPLECHASE LN	100	22109	\$630.00
						CHECK TOTAL	\$630.00
11957	5/7/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$26.40
	5/7/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$1,240.80
	5/7/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$2,455.20
	5/7/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$1,372.80
	5/7/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$1,663.20
	5/7/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$580.80
						CHECK TOTAL	\$7,339.20
11958	5/7/2024	YOUTH EVOLUTION ACTIVITIES		CONTRACT CLASS INSTRUCTOR-YOUTH SPORTS	100520	55320	\$1,450.08
						CHECK TOTAL	\$1,450.08
11959	5/7/2024	YUNEX LLC		LED IISNS/TSSL REPLACEMENT PRO	301610	56102	\$119,015.00
						CHECK TOTAL	\$119,015.00
11960	5/7/2024	ZW USA INC		DOGGIE BAGS 23/24	250170	51300	\$4,506.23
						CHECK TOTAL	\$4,506.23
						GRAND TOTAL	\$1,297,535.51

Agenda #: 5.3
Meeting Date: May 21, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **TREASURER'S STATEMENT**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Approve the April 2024 Treasurer's Statement.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

Consistent with City policy, the Finance Department presents the monthly Treasurer's Statement to the City Council for review and approval. This statement shows the cash balances with a breakdown of various investment accounts and the yield to maturity from investments. This statement also includes an investment portfolio management report which details the activities of investments. All investments have been made in accordance with the City's Investment Policy.

PREPARED BY:



Jason Jacobsen, Finance Director

5/21/2024

REVIEWED BY:

Attachments:

1. 5.3.a Treasurer's Cash Report - April 2024
2. 5.3.b Treasurer's Certification & Portfolio Report - April 2024

**CITY OF DIAMOND BAR - CITY TREASURER'S REPORT
AS OF APRIL 30, 2024**

CASH & INVESTMENT BALANCES

Cash Funds

General Account	\$1,084,275.48	
Payroll Account	\$0.00	
Change Fund - General Fund	\$600.00	
Petty Cash Account	\$700.00	
Cash With Fiscal Agent (US Bank 2021 Bonds)	<u>\$1,544.37</u>	
Total Cash Funds		<u>\$1,087,119.85</u>

City & LAIF Invested Funds (Book Value):

Local Agency Investment Fund	\$2,101,635.72	
City-Managed Fixed-Income Securities (0-5 year maturity)	<u>\$74,516,713.64</u>	
Total Investment Funds (Book Value)		<u>\$76,618,349.36</u>

Fiscal Year-To-Date Effective Rate of Return (City Funds & LAIF) 3.77% (10 months)

Fiscal YTD Interest Earnings (City Funds & LAIF) \$2,228,146.51 (10 months)

FY 2023-24 Budgeted Investment Earnings (City Funds & LAIF) \$987,450.00 (12 months)

Invested Funds With OPEB Trust (Managed by CalPERS/State Street)

Annualized rate of return as of 03/31/2024 (since 2016, 7.75 yrs)	4.03%	
OPEB Trust Fiscal Year-To-Date Unrealized Gain/(Loss)	\$20,874.88 (10 months)	<u>\$754,311.33</u>

GRAND TOTAL - CASH & INVESTMENTS

\$78,459,780.54

CITY OF DIAMOND BAR
INVESTMENT PORTFOLIO SUMMARY REPORT
April 30, 2024

INVESTMENTS	BOOK VALUE	PERCENT OF PORTFOLIO	TERM	DAYS TO MATURITY	YIELD TO MATURITY
Federal Credit Union CD	\$12,661,000.00	16.52%	1,357	949	4.168%
Local Agency Investment Fund	\$2,101,635.72	2.74%	1	1	4.272%
Corporate Notes	\$458,247.54	0.60%	1,638	1,147	5.000%
Federal Agency Coupon Securities	\$11,268,200.04	14.71%	1,300	716	4.234%
Federal Agency Discount-Amortizing	\$2,206,223.55	2.88%	239	146	5.018%
Treasury Coupon Securities	\$12,435,809.16	16.23%	1,142	447	2.728%
Federal Agency Callable	\$8,499,472.61	11.09%	1,633	576	2.448%
Certificates of Deposit-Banks	\$6,448,720.56	8.42%	1,677	949	3.249%
Municipal Bonds	\$2,035,554.34	2.66%	1,565	866	3.683%
Money Market Fund	\$18,503,485.84	24.15%	1	1	5.220%
Total Investments and Averages	\$76,618,349.36	100.00%	982	513	3.949%

	MONTH ENDING	FISCAL YEAR-TO-DATE
	April 30, 2024	2023-2024
TOTAL INTEREST EARNED	\$239,438.72	\$2,228,146.51

Daniel Fox

Digitally signed by Daniel Fox
DN: cn=Daniel Fox, o.ou,
email=dfox@diamondbarca.gov,
c=US
Date: 2024.05.15 15:16:06 -07'00'

Daniel Fox
City Treasurer

I certify that this report accurately reflects all City pooled investments and is in conformity with the investment policy of the City of Diamond Bar approved by City Council and on file in the City Clerk's office. The investment program herein provides sufficient cash flow liquidity to meet the next six months estimated expenditures.



City of Diamond Bar
Portfolio Management
Portfolio Summary
April 30, 2024

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA
(909)839-7053

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C
Federal Credit Union CD	12,661,000.00	12,595,725.46	12,661,000.00	16.52	1,357	949	4.168
Local Agency Investment Funds	2,101,635.72	2,069,750.75	2,101,635.72	2.74	1	1	4.272
Corporate Notes	500,000.00	458,247.54	458,247.54	0.60	1,638	1,147	5.000
Federal Agency Coupon Securities	11,250,000.00	11,289,035.84	11,268,200.04	14.71	1,300	716	4.234
Federal Agency Disc. -Amortizing	2,250,000.00	2,206,223.55	2,206,223.55	2.88	239	146	5.018
Treasury Coupon Securities	12,500,000.00	12,222,351.32	12,435,809.16	16.23	1,142	447	2.728
Federal Agency Callable	8,500,000.00	8,141,581.00	8,499,472.61	11.09	1,633	576	2.448
Certificate of Deposit	6,462,000.00	6,306,444.80	6,448,720.56	8.42	1,677	949	3.249
Municipal Bonds	2,145,000.00	2,000,858.19	2,035,554.34	2.66	1,565	866	3.683
Money Market Fund	18,503,485.84	18,503,485.84	18,503,485.84	24.15	1	1	5.220
	76,873,121.56	75,793,704.29	76,618,349.36	100.00%	982	513	3.949

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	239,438.72	2,228,146.51
Average Daily Balance	74,471,953.71	70,647,875.94
Effective Rate of Return	3.91%	3.77%

May 15, 2024

Jason M. Jacobsen, Finance Director

Reporting period 04/01/2024-04/30/2024

Run Date: 05/15/2024 - 14:49

Portfolio POOL
AP
PM (PRF_PM1) 7.3.0
Report Ver 7.3.6.1

**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
April 30, 2024**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Credit Union CD											
03784JTK0	10443	Apple Bank For Savings		07/22/2022	248,000.00	248,000.00	248,000.00	3.200	731	82	07/22/2024
07181JAG9	10444	Baxter Credit Union		07/22/2022	248,000.00	248,000.00	248,000.00	3.150	731	82	07/22/2024
917352AA4	10454	Utah Community Fed Cr Union		07/27/2022	248,000.00	248,000.00	248,000.00	3.150	730	86	07/26/2024
00224TAL0	10528	A+ FEDERAL CU		01/27/2023	249,000.00	249,000.00	249,000.00	4.700	731	271	01/27/2025
219873AB2	10649	CORP AMERICA FAMILY CU		03/27/2024	248,000.00	248,000.00	248,000.00	5.250	365	330	03/27/2025
02589ACS9	10419	American Express Bank		05/18/2022	246,000.00	244,052.66	246,000.00	3.100	1,097	383	05/19/2025
90352RCM5	10424	US ALLIANCE FED CREDIT UNION		05/31/2022	249,000.00	246,987.08	249,000.00	3.100	1,095	394	05/30/2025
130162BL3	10621	CALIFORNIA CREDIT UNION		12/28/2023	243,000.00	243,000.00	243,000.00	5.100	550	425	06/30/2025
795451BQ5	10461	Sallie Mae Bank		07/06/2022	248,000.00	248,000.00	248,000.00	3.400	1,097	432	07/07/2025
37424PAG9	10570	GESA CREDIT UNION		07/31/2023	248,000.00	248,000.00	248,000.00	5.500	731	456	07/31/2025
20825WBC3	10474	Connexus CU		08/26/2022	248,000.00	248,000.00	248,000.00	3.500	1,096	482	08/26/2025
90353EBC6	10550	USF FCU		03/15/2023	249,000.00	249,000.00	249,000.00	5.050	915	502	09/15/2025
914242AA0	10492	UNIVERSITY CREDIT UNION		09/26/2022	249,000.00	249,000.00	249,000.00	4.000	1,096	513	09/26/2025
16863LAE5	10502	CHIEF FINANCIAL FCU		10/12/2022	249,000.00	249,000.00	249,000.00	4.600	1,098	531	10/14/2025
92348DAA7	10500	VERIDIAN CU		10/24/2022	249,000.00	249,000.00	249,000.00	4.500	1,096	541	10/24/2025
20367GBD0	10440	Community Commerce Bank		07/27/2022	248,000.00	248,000.00	248,000.00	3.050	1,280	636	01/27/2026
530520AC9	10530	LIBERTY FIRST CU		01/27/2023	249,000.00	249,000.00	249,000.00	4.500	1,096	636	01/27/2026
320165LR2	10648	FIRST FARMERS BK & TRUST		03/28/2024	249,000.00	249,000.00	249,000.00	4.850	671	637	01/28/2026
19123RAA0	10529	COCA-COLA FCU		01/31/2023	249,000.00	249,000.00	249,000.00	4.600	1,098	642	02/02/2026
39573LAV0	10255	GREENSTATE CREDIT UNION		02/26/2021	248,000.00	224,875.74	248,000.00	0.650	1,826	666	02/26/2026
59524LAA4	10549	MID CAROLINA CU		03/13/2023	249,000.00	249,000.00	249,000.00	4.850	1,096	681	03/13/2026
87868YAL7	10551	TECHNOLOGY CU		03/23/2023	249,000.00	249,000.00	249,000.00	5.000	1,096	691	03/23/2026
62847NEL6	10646	MVB BANK INC		03/27/2024	249,000.00	249,000.00	249,000.00	4.800	730	695	03/27/2026
722000AC0	10575	PIMA FEDERAL CREDIT		08/17/2023	248,000.00	248,000.00	248,000.00	5.300	1,096	838	08/17/2026
42228LAH4	10496	HEALTHCARE SYSTEMS FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.600	1,461	873	09/21/2026
91823MBE4	10499	VCC BANK		10/14/2022	249,000.00	249,000.00	249,000.00	4.250	1,461	896	10/14/2026
50625LBR3	10606	LAFAYETTE FCU		11/30/2023	248,000.00	248,000.00	248,000.00	5.250	1,096	943	11/30/2026
06251A3K4	10402	America's Credit Union		12/16/2021	248,000.00	227,139.23	248,000.00	1.350	1,826	959	12/16/2026
58404DUA7	10622	Medallion Bank		12/29/2023	248,000.00	248,000.00	248,000.00	4.500	1,096	972	12/29/2026
856285E98	10410	State Bank of India		01/31/2022	248,000.00	230,670.75	248,000.00	1.750	1,827	1,006	02/01/2027
849061AF3	10644	SPOKANE TEACHERS CR UN		03/25/2024	245,000.00	245,000.00	245,000.00	4.750	1,095	1,058	03/25/2027
89235MNT4	10442	Toyota Financial SGS Bank		07/22/2022	248,000.00	248,000.00	248,000.00	3.400	1,826	1,177	07/22/2027
14042THZ3	10453	Capital One Bank USA		07/27/2022	248,000.00	248,000.00	248,000.00	3.500	1,826	1,182	07/27/2027
55026MAE5	10487	LUMINATE BANK		09/15/2022	249,000.00	249,000.00	249,000.00	3.400	1,826	1,232	09/15/2027
052392BT3	10495	AUSTIN TELCO FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	1,238	09/21/2027
472207AE9	10491	JEANNE D'ARC CREDIT UNION		09/30/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	1,247	09/30/2027

Portfolio POOL
AP
PM (PRF_PM2) 7.3.0

Run Date: 05/15/2024 - 14:49

**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
April 30, 2024**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Credit Union CD											
06543PDA0	10494	BANK OF THE VALLEY NE		09/30/2022	249,000.00	249,000.00	249,000.00	4.100	1,826	1,247	4.100 09/30/2027
42869GAB2	10639	Hickam		01/31/2024	249,000.00	249,000.00	249,000.00	4.150	1,461	1,370	4.150 01/31/2028
011852AE0	10547	Alaska USA FCU		03/08/2023	249,000.00	249,000.00	249,000.00	4.600	1,827	1,407	4.600 03/08/2028
89854LAD5	10564	TTCU FED CU		07/26/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,547	5.000 07/26/2028
534574AC2	10571	LINCOLN PARK COMMUNITY BANK		08/28/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,580	5.000 08/28/2028
72221MAA1	10578	PINAL COUNTY FED CU		09/08/2023	248,000.00	248,000.00	248,000.00	5.700	1,827	1,591	5.700 09/08/2028
291916AG9	10596	Empower FED Credit Union		10/23/2023	248,000.00	248,000.00	248,000.00	5.100	1,827	1,636	5.100 10/23/2028
91739JAD7	10589	UTAH FIRST CD		10/30/2023	248,000.00	248,000.00	248,000.00	5.100	1,827	1,643	5.100 10/30/2028
98138MCA6	10590	WORKERS FCU		10/30/2023	248,000.00	248,000.00	248,000.00	5.200	1,827	1,643	5.200 10/30/2028
89839KAD7	10604	TRUSTSTAR BANK		11/22/2023	248,000.00	248,000.00	248,000.00	4.750	1,827	1,666	4.750 11/22/2028
77357DAB4	10607	ROCKLAND FCU		11/30/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,674	5.000 11/30/2028
949764JY1	10617	Wells Fargo		12/27/2023	248,000.00	248,000.00	248,000.00	4.100	1,827	1,701	4.100 12/27/2028
17783PAK7	10625	City Federal Credit Union		01/18/2024	249,000.00	249,000.00	249,000.00	4.000	1,827	1,723	4.000 01/18/2029
654062LP1	10643	NICOLET NATIONAL BANK		03/08/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,772	4.250 03/08/2029
91527PCF2	10651	Univest Bank & Trust Co.		03/13/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,777	4.250 03/13/2029
Subtotal and Average			12,661,000.00		12,661,000.00	12,595,725.46	12,661,000.00		1,357	949	4.168
Local Agency Investment Funds											
LAIF	10028	Local Agency Investment Fund			2,101,635.72	2,069,750.75	2,101,635.72	4.272	1	1	4.272
Subtotal and Average			2,091,108.01		2,101,635.72	2,069,750.75	2,101,635.72		1	1	4.272
Corporate Notes											
06048WR36	10515	Bank of America Corp.		12/27/2022	500,000.00	458,247.54	458,247.54	2.000	1,638	1,147	5.000 06/22/2027
Subtotal and Average			457,712.25		500,000.00	458,247.54	458,247.54		1,638	1,147	5.000
Federal Agency Coupon Securities											
3130ASDS5	10460	Federal Home Loan Bank		07/08/2022	1,000,000.00	999,466.13	999,466.13	2.750	721	58	3.099 06/28/2024
3130AT6G7	10483	Federal Home Loan Bank		09/22/2022	750,000.00	748,425.19	748,425.19	3.500	722	135	4.100 09/13/2024
3130ATVD6	10533	Federal Home Loan Bank		02/22/2023	750,000.00	749,519.29	749,519.29	4.875	569	135	5.058 09/13/2024
3133EPBH7	10543	Federal Farm Credit Bank		03/01/2023	500,000.00	499,281.13	499,281.13	4.750	723	296	4.939 02/21/2025
3133ENZG8	10458	Federal Farm Credit Bank		07/11/2022	500,000.00	501,068.27	501,068.27	3.375	1,075	415	3.176 06/20/2025
313373B68	10537	Federal Home Loan Bank		02/27/2023	500,000.00	497,890.19	497,890.19	4.375	1,110	681	4.619 03/13/2026
3130ASJ59	10447	Federal Home Loan Bank		07/18/2022	1,000,000.00	1,004,607.19	1,004,607.19	3.375	1,425	772	3.141 06/12/2026
3133EPQC2	10572	Federal Farm Credit Bank		08/02/2023	1,000,000.00	999,252.58	999,252.58	4.625	1,080	807	4.661 07/17/2026
45818WED4	10498	INTER-AMERICAN DEV. BANK		09/13/2022	500,000.00	492,179.46	492,179.46	2.980	1,731	1,135	3.902 06/10/2027
3130ASGU7	10432	Federal Home Loan Bank		06/16/2022	1,000,000.00	1,020,268.00	999,432.20	3.500	1,821	1,136	3.520 06/11/2027

Portfolio POOL
AP
PM (PRF_PM2) 7.3.0

**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
April 30, 2024**

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Agency Coupon Securities											
3130AXMQ8	10588	Federal Home Loan Bank		10/30/2023	1,000,000.00	1,000,000.00	1,000,000.00	5.600	1,460	181	5.600 10/29/2027
3133EPCG8	10545	Federal Farm Credit Bank		03/01/2023	1,000,000.00	995,481.23	995,481.23	4.125	1,736	1,309	4.267 12/01/2027
3130AWMN7	10563	Federal Home Loan Bank		07/21/2023	500,000.00	503,648.76	503,648.76	4.375	1,785	1,500	4.177 06/09/2028
17325FBB3	10631	CITIBANK		01/30/2024	750,000.00	777,948.42	777,948.42	5.803	1,704	1,612	4.847 09/29/2028
3130B0N70	10645	Federal Home Loan Bank		03/27/2024	500,000.00	500,000.00	500,000.00	4.850	1,826	695	4.850 03/27/2029
Subtotal and Average			11,301,331.93		11,250,000.00	11,289,035.84	11,268,200.04		1,300	716	4.234
Federal Agency Disc. -Amortizing											
313384A58	10626	Federal Home Loan Bank		01/29/2024	750,000.00	740,370.63	740,370.63	4.970	186	93	5.169 08/02/2024
313384J75	10627	Federal Home Loan Bank		01/29/2024	750,000.00	734,182.81	734,182.81	4.775	252	159	4.975 10/07/2024
313384N39	10628	Federal Home Loan Bank		01/29/2024	750,000.00	731,670.11	731,670.11	4.705	280	187	4.910 11/04/2024
Subtotal and Average			2,201,858.44		2,250,000.00	2,206,223.55	2,206,223.55		239	146	5.018
Treasury Coupon Securities											
912828WJ5	10417	U.S. Treasury		04/25/2022	2,000,000.00	1,983,672.00	1,999,836.88	2.500	751	14	2.720 05/15/2024
9128286Z8	10435	U.S. Treasury		06/14/2022	1,000,000.00	976,875.00	997,678.21	1.750	747	60	3.222 06/30/2024
912828Y87	10434	U.S. Treasury		06/08/2022	1,000,000.00	975,742.00	997,642.30	1.750	784	91	2.730 07/31/2024
91282CED9	10415	U.S. Treasury		03/22/2022	3,000,000.00	2,903,439.00	2,986,448.86	1.750	1,089	318	2.290 03/15/2025
91282CEU1	10459	U.S. Treasury		07/08/2022	1,000,000.00	998,119.32	998,119.32	2.875	1,073	410	3.051 06/15/2025
9128285C0	10456	U.S. Treasury		07/11/2022	1,000,000.00	997,872.37	997,872.37	3.000	1,177	517	3.158 09/30/2025
9128285J5	10445	U.S. Treasury		07/18/2022	1,000,000.00	998,217.63	998,217.63	3.000	1,201	548	3.125 10/31/2025
91282CDQ1	10403	U.S. Treasury		01/04/2022	1,000,000.00	925,664.00	997,243.59	1.250	1,822	974	1.357 12/31/2026
91282CEW7	10436	U.S. Treasury		07/14/2022	1,000,000.00	1,006,872.15	1,006,872.15	3.250	1,812	1,155	3.014 06/30/2027
91282CEE7	10654	U.S. Treasury		04/08/2024	500,000.00	455,877.85	455,877.85	2.375	1,818	1,795	4.393 03/31/2029
Subtotal and Average			12,327,378.66		12,500,000.00	12,222,351.32	12,435,809.16		1,142	447	2.728
Federal Agency Callable											
3134GXYM0	10433	Federal Home Loan Mtg Corp		06/28/2022	750,000.00	749,124.00	749,744.69	3.125	731	58	3.349 06/28/2024
3134GYE57	10527	Federal Home Loan Mtg Corp		01/26/2023	500,000.00	500,000.00	500,000.00	5.020	547	86	5.020 07/26/2024
3133EMVS8	10259	Federal Farm Credit Bank		04/14/2021	500,000.00	468,659.00	500,000.00	0.690	1,461	348	0.690 04/14/2025
3130AL7M0	10254	Federal Home Loan Bank		02/24/2021	500,000.00	460,993.50	499,727.92	0.625	1,826	23	0.668 02/24/2026
3133EMSH6	10258	Federal Farm Credit Bank		03/03/2021	500,000.00	463,515.50	500,000.00	0.790	1,826	671	0.790 03/03/2026
3133ENKG4	10397	Federal Farm Credit Bank		01/11/2022	1,000,000.00	933,642.00	1,000,000.00	1.470	1,826	985	1.470 01/11/2027
3133ENMA5	10405	Federal Farm Credit Bank		01/26/2022	1,500,000.00	1,417,582.50	1,500,000.00	1.840	1,826	1,000	1.840 01/26/2027
3130AQKJ1	10406	Federal Home Loan Bank		01/28/2022	1,500,000.00	1,398,064.50	1,500,000.00	1.700	1,826	88	1.700 01/28/2027
3133ENH52	10475	Federal Farm Credit Bank		08/23/2022	500,000.00	500,000.00	500,000.00	4.030	1,826	1,209	4.030 08/23/2027

Portfolio POOL
AP
PM (PRF_PM2) 7.3.0

Run Date: 05/15/2024 - 14:49

**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
April 30, 2024**

Page 4

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Agency Callable											
3130AUDL5	10513	Federal Home Loan Bank		12/30/2022	750,000.00	750,000.00	750,000.00	4.550	1,826	243	4.550 12/30/2027
3010B07G8	10641	Federal Home Loan Bank		02/26/2024	500,000.00	500,000.00	500,000.00	5.000	1,827	1,762	5.000 02/26/2029
Subtotal and Average			8,499,401.62		8,500,000.00	8,141,581.00	8,499,472.61		1,633	576	2.448
Certificate of Deposit											
61760AZR3	10226	Morgan Stanley Bank		05/02/2019	246,000.00	243,893.01	246,000.00	2.750	1,827	1	2.753 05/02/2024
29278TKJ8	10230	EnerBank USA		08/07/2019	247,000.00	241,213.04	247,000.00	2.150	1,827	98	2.152 08/07/2024
75472RAE1	10233	Raymond James Bank NA		08/23/2019	247,000.00	240,310.01	247,000.00	2.000	1,827	114	2.002 08/23/2024
14042RRH6	10429	Capital One Bank		05/18/2022	248,000.00	246,036.83	248,000.00	3.100	1,097	383	3.100 05/19/2025
87165GR79	10430	Synchrony Bank		05/20/2022	248,000.00	246,033.11	248,000.00	3.100	1,096	384	3.100 05/20/2025
48128UDS5	10250	JP Morgan Chase		05/28/2020	248,000.00	231,727.23	248,000.00	1.000	1,826	27	1.001 05/28/2025
254673F68	10431	Discover Bank		06/01/2022	246,000.00	244,005.19	246,000.00	3.100	1,097	397	3.100 06/02/2025
59001PAS8	10457	Meritrust Fed CU		07/08/2022	248,000.00	248,000.00	248,000.00	3.350	1,096	433	3.350 07/08/2025
066519QK8	10256	BANK UNITED NA		03/05/2021	248,000.00	224,768.35	248,000.00	0.650	1,826	673	0.000 03/05/2026
70320KAX9	10257	Pathfinder Bank		03/11/2021	249,000.00	225,981.94	249,000.00	0.700	1,826	679	0.000 03/11/2026
70962LBH4	10414	Pentagon Federal Credit Union		03/22/2022	248,000.00	234,447.30	248,000.00	1.800	1,462	691	1.800 03/23/2026
38149MZJ5	10260	Goldman Sachs Bank		09/08/2021	248,000.00	225,703.81	248,000.00	1.050	1,826	860	1.051 09/08/2026
90348JS92	10261	UBS Bank USA		09/09/2021	248,000.00	224,604.42	248,000.00	0.950	1,826	861	0.000 09/09/2026
23288UAA5	10555	Cy Fair FCU		05/19/2023	249,000.00	249,000.00	249,000.00	4.350	1,461	1,113	4.355 05/19/2027
88413QDM7	10455	Third Fed Savings & Loan		07/27/2022	245,000.00	245,000.00	245,000.00	3.400	1,826	1,182	3.402 07/27/2027
882508CG7	10653	TEXAS INSTRUME		04/01/2024	750,000.00	753,744.57	753,744.57	4.600	1,774	1,744	4.480 02/08/2029
91282CKG5	10657	UST		04/22/2024	750,000.00	732,975.99	732,975.99	4.125	1,804	1,795	4.647 03/31/2029
3135GARH6	10655	Federal National Mtg Assn		04/16/2024	500,000.00	500,000.00	500,000.00	5.650	1,826	350	5.650 04/16/2029
3130B0YH6	10661	Federal Home Loan Bank		04/19/2024	500,000.00	500,000.00	500,000.00	5.010	1,826	1,814	5.010 04/19/2029
356436AR6	10658	Freedom Northwest CU		04/19/2024	249,000.00	249,000.00	249,000.00	4.550	1,826	1,814	4.550 04/19/2029
Subtotal and Average			5,227,957.61		6,462,000.00	6,306,444.80	6,448,720.56		1,677	949	3.249
Municipal Bonds											
13032UXL7	10252	CALIF STATE HLTH FACS AUTH		11/04/2020	200,000.00	189,923.60	200,000.00	0.752	1,305	31	0.752 06/01/2024
13077DMK5	10251	California St Univ Rev-Bond		09/17/2020	100,000.00	93,759.00	100,000.00	0.685	1,506	184	0.685 11/01/2024
13032UXM5	10253	CALIF STATE HLTH FACS AUTH		11/04/2020	250,000.00	231,621.25	250,000.00	0.952	1,670	396	0.952 06/01/2025
54438CYL0	10523	LOS ANGELES CA CMNTY CLG DIST		01/05/2023	365,000.00	338,623.70	338,623.70	1.174	1,304	822	4.700 08/01/2026
738850TA4	10522	POWAY UNIFIED SCHOOL DIST		01/04/2023	1,230,000.00	1,146,930.64	1,146,930.64	2.414	1,670	1,187	4.750 08/01/2027
Subtotal and Average			2,034,052.68		2,145,000.00	2,000,858.19	2,035,554.34		1,565	866	3.683

Portfolio POOL
AP
PM (PRF_PM2) 7.3.0

Run Date: 05/15/2024 - 14:49

**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
April 30, 2024**

Page 5

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Wells Fargo Sweep Account												
SWEEP	10036	Wells Fargo		07/01/2012	0.00	0.00	0.00	0.010	1	1	0.010	
Subtotal and Average			0.00		0.00	0.00	0.00		0	0	0.000	
Money Market Fund												
857492888	10562	State Street Advisors		05/31/2023	18,503,485.84	18,503,485.84	18,503,485.84	5.220	1	1	5.220	
52470G882	10561	Western Asset		05/25/2023	0.00	0.00	0.00	5.150	1	1	5.150	
Subtotal and Average			17,670,152.51		18,503,485.84	18,503,485.84	18,503,485.84		1	1	5.220	
Total and Average			74,471,953.71		76,873,121.56	75,793,704.29	76,618,349.36		982	513	3.949	

City of Diamond Bar
Portfolio Management
Portfolio Details - Cash
April 30, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C
Average Balance			0.00						0	0	
Total Cash and Investments			74,471,953.71		76,873,121.56	75,793,704.29	76,618,349.36		982	513	3.949

**City of Diamond Bar
Portfolio Management
Activity By Type
April 1, 2024 through April 30, 2024**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Federal Credit Union CD							
Subtotal							12,661,000.00
Local Agency Investment Funds (Monthly Summary)							
LAIF	10028	Local Agency Investment Fund	4.272		22,559.37	0.00	
Subtotal							2,101,635.72
Corporate Notes							
Subtotal							458,247.54
Federal Agency Coupon Securities							
3133ENMZ0	10624	Federal Farm Credit Bank	1.200	04/03/2024	0.00	500,000.00 **	
Subtotal							11,268,200.04
Federal Agency Disc. -Amortizing							
Subtotal							2,206,223.55
Treasury Coupon Securities							
91282CEE7	10654	U.S. Treasury	2.375	04/08/2024	455,312.50	0.00	
Subtotal							12,435,809.16
Federal Agency Callable							
Subtotal							8,499,472.61
Certificate of Deposit							
3130B0YH6	10661	Federal Home Loan Bank	5.010	04/19/2024	500,000.00	0.00	
3135GARH6	10655	Federal National Mtg Assn	5.650	04/16/2024	500,000.00	0.00	
356436AR6	10658	Freedom Northwest CU	4.550	04/19/2024	249,000.00	0.00	
882508CG7	10653	TEXAS INSTRUME	4.600	04/01/2024	753,810.00	0.00	
91282CKG5	10657	UST	4.125	04/22/2024	732,890.63	0.00	
Subtotal							6,448,720.56
Municipal Bonds							
Subtotal							2,035,554.34

** - Indicates incomplete recording of maturity redemption.

City of Diamond Bar
Portfolio Management
Activity By Type
April 1, 2024 through April 30, 2024

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Wells Fargo Sweep Account							
Subtotal							0.00
Money Market Fund							
857492888	10562	State Street Advisors	5.220		2,083,794.75	1,000,000.00	
Subtotal					2,083,794.75	1,000,000.00	18,503,485.84
Total					5,297,367.25	1,500,000.00	76,618,349.36

Agenda #: 5.4
Meeting Date: May 21, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **MENTAL HEALTH AWARENESS MONTH PROCLAMATION.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Adopt the Proclamation declaring May as Mental Health Awareness month.

BACKGROUND:

For Mental Health Awareness Month this year, Mental Health America, the nation's leading community-based nonprofit dedicated to addressing the needs of those living with mental illness and promoting the overall mental health of all, is encouraging individuals to look around and look within. From your neighborhood to genetics, many factors come into play when it comes to mental health conditions. The area, or ZIP code that you live in plays a significant role in how healthy you are. A strong sense of community within neighborhoods protects mental health through shared support, resources and joy.

The City of Diamond Bar is proud to designate May as Mental Health Awareness Month and calls upon citizens, agencies, businesses, nonprofits and other groups to join in activities and take action to strengthen the mental health of our community.

PREPARED BY:


Kristina Santana, City Clerk

5/21/2024

REVIEWED BY:

Attachments:

1. 5.4.a Mental Health Awareness Month Proclamation

PROCLAMATION

“MENTAL HEALTH AWARENESS MONTH 2024”

WHEREAS, the area that someone lives in plays a significant role in their overall health and well-being; and

WHEREAS, surroundings can impact if, how, and when a person's needs are met, which in turn affects mental health; and

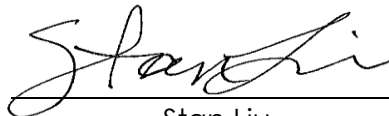
WHEREAS, having safe, stable, and healthy home conditions set the foundation for achieving and maintaining good mental health; and

WHEREAS, with early and effective interventions, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, health care provider, organization, and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

NOW, THEREFORE, BE IT RESOLVED, that the Diamond Bar City Council does hereby proclaim **May 2024** as “**Mental Health Awareness Month**” in Diamond Bar and we call upon the citizens, government agencies, public and private institutions, businesses, and schools in our community to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

May 21, 2024



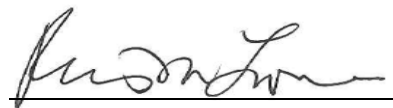
Stan Liu
Mayor



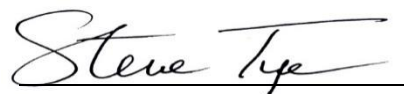
Chia Yu Teng
Mayor Pro Tem



Andrew Chou
Council Member



Ruth M. Low
Council Member



Steve Tye
Council Member